

State In-Service Training Program Course Catalog

Fall 2015

Agency Registration Deadline: August 7th, 2015



Staff Development Courses offered by
The Connecticut State Colleges and Universities
and Board of Regents for Higher Education
in partnership with
Department of Administrative Services
<http://bor.ct.edu/in-service/>



Welcome!

Dear Colleagues,

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

What's NEW this term?

Essential Business Skills:

- Budget Basics
- Do More, Stress Less: The Art of Productivity and Work-life Balance
- Personal Finance Series
- Retirement: Ready or Not?
- Win-Win Negotiation Skills

Developing Leadership Skills

- A Work in Progress: Supervising for Success
- From Resistance to Resilience: Organizational Change
- Leading Groups to Success: The Fine Art of Group Dynamics and Group Process
- Performance Coaching
- Project Management Basics for Supervisors
- The 21st Century Administrative Professional: Developing Yourself as a Strategic Partner
- The Intentional Partnership: Managing and Influencing Upward

Technology Advancement

- Certified Ethical Hacking Exam Certification
- Microsoft SQL Server 2012: Queries Introduction
- Oracle 11g: Forms Developer
- Oracle 11g: Reports Developer
- Security+ Certification Preparation
- Server Virtualization with Windows Server Hyper-V and System Center (MS Specialist Path)
- Windows Client Certification Prep (MCSA Path)

How do I become Microsoft Office certified?

For your convenience, MCC has established an Office 2013 applications certification testing center located on MCC's campus. Registration for the Microsoft Office Specialist (MOS) certification exam is required and exams will be held on the following dates in 2015: 10/16, 11/6, 11/20 and 12/11.

Each Microsoft Office application exam is a separate test and cost \$125. The price includes a retest if the student does not pass on the first attempt. Each exam lasts fifty minutes. All testing will be held at MCC, in the Learning Resource Center (LRC) Building, Room B142. Testing dates occur at 4:15 P.M. on the fourth Friday of each month. Please arrive 15 minutes early so all students can start the exam on time.

Our comprehensive Microsoft Office In-Depth and Microsoft Office Advanced courses map directly to the skills needed for (MOS) Microsoft Office Specialist certification. These internationally recognized certifications can help you succeed in today's competitive market.

Questions regarding MOS certification, seating availability, and payment options should be directed to MCC Computer Program Coordinator, Bruce Manning, bmanning@mcc.commnet.edu, Voice: (860) 512-2808, Fax: (860) 512-2801.

How do I register?

All registrations are coordinated and submitted by agency Training Approval Officers (TAOs) using the online registration system. See your agency's TAO for details about deadlines and the approval process within your agency. If you do not know who your TAO is, please check our website or call 860-723-0602.

How do I pay for courses?

Please ask your Training Approval Officer regarding payment options for courses. You may be eligible to apply for union workshop funds for reimbursement as defined by your collective bargaining agreements or professional development funds. Some individuals self-pay directly to our System Office (CT State Colleges & Universities). Please be sure to gain prior approval for the course from your supervisor.

We look forward to serving you this Fall!

Pamela Coleman
State In-Service Training Coordinator
Connecticut State Colleges and Universities
Phone: (860) 723-0602 FAX: (860) 723-0886
pcoleman@commnet.edu

Registration Information

Registration Timeline

Agency Registration Deadline -----	08/07/15
Training Approval Officers notify staff of seat reservations and provide maps & directions to each college beginning -----	08/19/15
Courses begin -----	09/11/15

General Registration & Program Information

Eligibility

- In-Service courses are open to all employees regardless of classification or job title. Individual agencies may elect to limit registrations in a way that best suits their organization.
- Where agency requirements allow, employees should be encouraged to attend classes other than those directly related to their present position, in order to foster mobility and skill enhancement.

Registration

- Agency seat reservations are submitted by each agency's Training Approval Officer (TAO) using the automated online system. Upon receipt of confirmed seat reservations, TAO's will notify staff and supply maps & driving directions as appropriate.
- Staff should direct all questions regarding timelines and procedures to their agency TAO, as each agency has unique policies concerning the program. If you don't know who your TAO is, please visit the In-Service website or call (860) 723-0602, or inquire in your Human Resources Department.
- In most cases student names are not submitted with seat requests. Each agency must keep track of which seats are associated with which staff members or departments, and staff should direct questions concerning seat reservation status to their TAO.

Attendance & Refund Policies

- Once seats have been reserved for all courses at the end of the registration period, withdrawals and course substitutions are not allowed.
- Agencies "own" reserved seats and are required to pay for reserved seats even if a staff member does not attend.
- Before registering, students must be sure to check their schedules carefully and obtain supervisor's permission to attend a course.
- If for any reason the original registrant cannot attend, a substitute from their department/unit may be sent. It is the responsibility of the original registrant and the agency Training Approval Officer (TAO) to identify and select the substitute.
- Participants must be careful to attend the correct course section and location as assigned. Additional charges will be invoiced to agencies when non-registered staff attends courses.

General Registration Information

Course Cancellations and Postponements

- We reserve the right to cancel any course with insufficient enrollment, during the initial registration period. Course status will be communicated to Training Approval Officers at the conclusion of the registration period.
- Inclement weather postponements: Students should check the college website and listen to radio and TV stations for individual college closings. When in doubt students should call the college in question. Telephone numbers and detailed cancellation information is available in the catalog under the map section. When classes are held, students are expected to attend. No refunds or credits will be given for non-attendance.
- When courses must be postponed due to inclement weather or unexpected instructor illness, Training Approval Officers will be notified **by the college offering the course** as soon as the college is aware of the situation. If registrants cannot attend the new class date(s), the agency must notify the college right away. If no notice is given at least 48 hours prior to the new course date, credit for a future course may not be issued. **NOTE:** Colleges do not have student names or contact information prior to class and cannot contact students individually. **TAOs are responsible for notifying their employees.**

Billing Procedures

- The CT State Colleges and Universities System Office is responsible for a centralized system of registrations and billing.
- Invoices to State agencies will be prepared upon completion of the registration process. We ask that all invoices be processed and returned within thirty days. Billing will be based upon the number of seats confirmed for each agency.

Prerequisites

- Prerequisites (if any) are included in course descriptions. For computer courses especially, prerequisites are very important! The learning of all participants is adversely affected by those who are unable to keep pace at the required skill level. We strongly urge you to screen your employees for prerequisite skills!

Textbooks

- In most cases textbooks are not required. When textbooks are required, a note is included in the course description and books will be available at an extra cost at the college bookstore unless stated otherwise.

Certificate Requirements

- To earn a certificate of completion, 100% participation is required for classes that meet for one day. 80% participation is required for more lengthy courses. Each college may set more stringent (100%) attendance requirements for multi-session programs when necessary.
- Certificates will be issued at the end of each course. Employees who are more than one-half hour late or leave at any point before the instructor ends the program will not be given a certificate.
- CEU's are granted for most In-Service courses and are included on the certificate of completion. One CEU measures 10 contact hours in class, so a course that includes 30 contact hours will be worth 3.0 CEU's. Contact hours are measured in clock hours, and do not include lunch or coffee breaks.
- In order to grant CEU's each college must collect sufficient student data to enable them to track the student on our registration system. The student data can include birth date and/or social security number.

Instructors

- Instructor names and biographies are published in the catalog and online. In the event of an illness, we may need to make instructor substitutions when necessary without notification. Currently it is our policy not to provide refunds or allow course substitutions if instructor substitutions are made.

Reasonable Accommodations

- For information regarding disability related accommodations or to request a disability related accommodation, contact Pamela Coleman, State In-Service Training Coordinator, Board of Regents of Higher Education, CT State Colleges and Universities, 61 Woodland Street, Hartford, CT 06105, Tel. (860) 723-0602, Fax: (860) 723-0886, E-mail: pcoleman@commnet.edu at least four weeks in advance of the course.

College Locations

Abbreviation	College	Location
AS	Asnuntuck	170 Elm Street Enfield, CT 06082
CA	Capital	950 Main Street Hartford CT 06103
GW	Gateway	20 Church Street New Haven, CT 06510
MA	Manchester	Great Path, P.O. Box 1046 Manchester, CT 06040
NV	Naugatuck Valley	750 Chase Parkway Waterbury, CT 06708
NW	Northwestern CT	Park Place Winsted, CT 06098
TR	Three Rivers	574 New London Turnpike Norwich, CT 06360
TX	Tunxis	<i>Bristol Campus:</i> 430 North Main Street Bristol, CT 06010

Page purposely omitted - Page for Training Approval (TAO's) only.

Please scroll down to continue.

Thank you.

Registration Information for Students

How do I register?

- Direct all questions regarding timelines and procedures to your agency Training Approval Officer (TAO). Each agency has unique policies concerning deadlines, eligibility, and the registration process.
- Approved registrations will be submitted by your TAO to the In-Service Training Coordinator. Upon receipt of confirmation of seat reservations, TAOs will notify staff and direct you to maps & driving directions.
- In most cases student names are not submitted with seat requests. The In-Service Coordinator cannot tell you individually if a seat has been reserved for you!

Attendance & Refund Policies

- **Before registering, students must be sure to check their schedules carefully and obtain supervisor's permission to attend a course.**
- Once seats have been reserved for all classes, **withdrawals and course substitutions are not allowed.**
- If for any reason you cannot attend, a substitute from the agency may be sent to the course. It is the responsibility of the original registrant and the agency's Training Approval Officer (TAO) to identify and select the substitute. Withdrawals or changes to course schedules are not allowed.
- Participants must be careful to attend the correct course section and location as assigned. Additional charges will be charged to agencies when non-registered staff attend courses.

Course Postponements

- Inclement weather postponements: Check the college website or listen to radio and TV stations for individual college closings. When in doubt call the college in question. When classes are held students are expected to attend and no refunds or credits will be given for non-attendance.
- When courses must be postponed due to inclement weather or unexpected instructor illness, Training Approval Officers will be notified **by the college offering the course** as soon as the college is aware of the situation. **NOTE: College representatives do not have student names or contact information prior to class and cannot contact students individually!**

Prerequisites

- **Prerequisites (if any) are included in course descriptions. For computer courses especially, these are very important! The learning of all participants is adversely affected by those who are unable to keep pace at the required skill level.**

Textbooks

- In most cases textbooks are not required. When they are, a note is included in the course description and books will be available *at an extra cost* at the college bookstore unless stated otherwise.

Certificate Requirements

- To earn a certificate of completion, 100% participation is required for classes that meet for one day. 80% participation is required for more lengthy courses. Each college may set more stringent (100%) attendance requirements for multi-session programs when necessary.
- Certificates will be issued at the end of each course. Employees who are more than one-half hour late or leave at any point before the instructor ends the program will not be given a certificate.
- CEU's are granted for most In-Service courses and are included on the certificate of completion. One CEU measures 10 contact hours in class, so a course that includes 30 contact hours will be worth 3.0 CEU's. Contact hours are measured in clock hours, and do not include lunch or coffee breaks.
- In order to grant CEU's, each college must collect sufficient student data to track the student on our registration system. The information can include birthdate and/or social security number.

Computer Courses

- The CT State Colleges and Universities System abides by the Acceptable Use of State Systems Policy.

Page omitted – for Training Approval Officer / Agency use only
Thank you. Please scroll down.

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Essential Business Skills

A Safe Work Environment: Take Control of Your Security

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

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA33104, 10/07/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor:
Richard Siena
Fee:
110
Notes:

Accounting I: A Practical Focus to Financial Accounting

In this hands-on course, you will be introduced to the accounting cycle of a service company, emphasizing basic accounting concepts focusing on the recording of business transactions and the preparation of financial statements. Topics presented include the steps in the accounting cycle; transaction analysis; journal entries; statement creation; specific accounting concepts relating to current assets, long-term assets, current liabilities and payroll. Students will build a company's accounting system in QuickBooks, download, and manipulate their data into an Excel spreadsheet. Students are requested to bring a 4 GB flash drive to class.

Required text: Included in course fee.

Prerequisite: Basic Windows, keyboard and mouse skills; familiarity with Excel. CEUs: 3

Course # , Date(s) Time
MA33120, 09/18/15, 9:00 AM to 4:00 PM 09/25/15, 9:00 AM to 4:00 PM 10/02/15, 9:00 AM to 4:00 PM 10/09/15, 9:00 AM to 4:00 PM 10/16/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor:
Charles Schwartz
Fee:
599
Notes:
This course meets for 5 sessions.

Accounting II: Managerial and Cost Accounting

This continuation of Accounting I will include a study of the accounting cycle of a service company, emphasizing the recording of business transactions relating to inventory and the preparation of financial statements. Emphasis is also placed on analysis of cost behavior, budgeting concepts, standard cost systems and variance analysis, and the operations of businesses. Coursework will utilize QuickBooks and Excel in our computer lab. Please bring a 4 GB flash drive to class.

Required text: Included in course fee.

Prerequisite: Accounting I CEUs: 3

Course # , Date(s) Time
MA33121, 10/30/15, 9:00 AM to 4:00 PM 11/06/15, 9:00 AM to 4:00 PM 11/13/15, 9:00 AM to 4:00 PM 11/20/15, 9:00 AM to 4:00 PM 12/04/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor:
Charles Schwartz
Fee:
599
Notes:
This course meets for 5 sessions. Does not meet 11/27/15.

Achieving and Maintaining Work/Life Balance

There are simple activities that you can do to promote work/life balance in your daily routine. Developing a work/life balance action plan and following it will help you live a longer, healthier life. Learn ways to measure your progress in achieving work/life balance by implementing a simple process. Learn stretches, yoga poses, and mindfulness activities you can do at your desk and throughout your day to promote a healthy body, mind, and spirit. Dress comfortably.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
AS33189, 12/08/15, 9:00 AM to 4:00 PM 12/10/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, ACC, 170 Elm St., Enfield, Room 145A
Instructor:
Ira Revels
Fee:
190
Notes:
Course meets for 2 sessions.

Always Know What to Say When Handling Workplace Communication

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

Required text: None

Prerequisite: None

CEUs: 1.8

Course # , Date(s) Time
AS33053, 11/19/15, 9:00 AM to 4:00 PM 12/03/15, 9:00 AM to 4:00 PM 12/10/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, TBA
Instructor: Margaret DeMarino
Fee: 285
Notes: Course meets for 3 sessions. No class 11/26

Balancing Time, Priorities and Productivity

Today's busy work world has us constantly running and trying to accomplish more in less time. This workshop will assist participants in developing skills to increase both personal and workplace efficiency and productivity. Participants will gain tips to set goals and priorities, manage e-mail overload, minimize stress, and learn strategies to stay focused. Personal time management, goal setting, and prioritization tools will be shared. Upon completing this session, participants will learn to save time and foster an environment that encourages working smarter, not harder. Participants will consider and discuss the following: concepts of productivity; how to better manage reactivity and interruptions; time management formula; effective e-mail management; prioritization of tasks; the importance of daily planning; and design a personalized action plan for increased efficiency and organization.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
MA33091, 12/01/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Allison Phaneuf

Fee: 90
Notes:

Be Your Own Coach

This workshop delivers powerful insights and techniques to make self-coaching a way of life. Learn power questions to clarify thinking, how to use emotion to improve professional and personal relationships, techniques for initiating and managing change, and how to develop a mindset that guarantees the progress you're looking for. Coach yourself to your next breakthrough. By the end of this course, you will: 1. Learn how to actively coach yourself through change and challenge. 2. Understand how to develop a more powerful, realistic approach to life and business success through life alignment vs. life balance. 3. Learn how to make better choices about work, self-improvement, and overall wellbeing. 4. Understand how to align your goals and objectives with who you really are. 5. Learn how to use self-coaching techniques to manage through chaos and persevere through uncertainty.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
AS33212, 11/17/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, ACC, 170 Elm St., Enfield, Room 145A
Instructor: Margaret DeMarino
Fee: 95
Notes:

Become an E-Mail Expert!

The average office worker spends two and-a-half hours writing emails each day. In addition to the 147 emails he or she receives daily, this sets the scene for Email overload! This program explores the ABC's of email from writing to proofing to organizing your emails, to getting rid of the excess emails. It will show you how to write emails like a pro, establishing a rapport that can rival face-to-face contact. You will learn how to adjust your email style to the recipient by taking into consideration their online personality. You will learn how to write quickly, approach sticky situations diplomatically, encourage accountability, and groom your email credibility. This workshop also includes a primer in how to avoid the most common email grammar and punctuation mistakes. Note: This course will be given in a computer classroom.

Required text: All materials supplied.

Prerequisite: A working knowledge of MSD Word CEUs: 1.2

Course # , Date(s) Time
GW33157, 10/02/15, 9:00 AM to 4:00 PM / 10/09/15, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, GWCC, Room N103
Instructor: Margaret DeMarino
Fee: 285
Notes: Course meets 10/2 and 10/9. Temple Street Garage parking. Bring ticket to Security for

validation.

Beyond Diversity: Cultural Humility for Organizational Change

Develop the interpersonal skills you need to work with diverse individuals. Learn principles of communication and cultural humility. Topics such as policies and organizational structures necessary for improving service to diverse communities will be discussed. Issues of sensitivity and communicating effectively will be illustrated. Improve your ability to understand what can go wrong in cross-cultural conversation and how to respond to these situations.

Required text: None

Prerequisite: None

CEUs: 1.2

Course # , Date(s) Time
AS33186, 10/27/15, 9:00 AM to 4:00 PM 10/29/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, ACC, 170 Elm St., Enfield , Room 145A
Instructor: Ira Revels
Fee: 190
Notes: Course meets 10/27 and 10/29

Budget Basics

Understanding the budget process and the details of the annual budget are even more significant in these financially trying times. The budget seems to enter every workplace at every level. As a nonfinancial employee, this course will help you improve your knowledge of financial terms.

Take this new knowledge to communicate more accurately and effectively with other departments and colleagues.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
NV33070, 11/09/15, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, NVCC, TBD
Instructor: Joseph Cisto
Fee: 90
Notes:

Business and Systems Analysis: Introduction

Business/Systems Analysts are professionals who serve as intermediaries between IT and the other departments in a business. The goal of analysis is to formally identify business requirements and formulate solutions. This survey-level course covers business analysis as a discipline, profession, and career path. The course introduces students to the steps for mastering analysis, to the knowledge areas and competencies of analysis, to requirements development, and to methods for managing these requirements throughout their life cycle. This course consists of lecture and workshop components.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA33098, 11/03/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: William Marut
Fee: 105
Notes:

Business Writing Without the Sweat, the STRESS and the MESS!

Wouldn't it be wonderful if writing came naturally? If you didn't have to worry about words, feel pressured about paragraphs, become stressed about strategy? Wouldn't it be great if you could be one-and-done, with on-the-mark writing that gets through the system with ease? Led by a professional writer with over 20 years of teaching writing to State workers, this workshop will train you to think more like a writer and show you tools that really work from "whole brain" techniques, to simplified structures, to the responder style," and much more. Even better, this three-session workshops provides plenty of practice sections with individual and small-group feedback, plus time to work on actual work projects! This is the last writing workshop you will ever need! Note: This course will be given in a computer classroom.

Required text: All materials provided

Prerequisite: None-- Computer based word skill necessary CEUs: 1.8

Course # , Date(s) Time
GW33163, 09/11/15, 9:00 AM to 4:00 PM / 09/18/15, 9:00 AM to 4:00 PM / 09/25/15, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, GWCC, Room N103
Instructor: Margaret DeMarino
Fee: 285
Notes: Course meets for 3 sessions. Temple Street Garage parking. Bring ticket to Security for validation.

Collaborative Negotiation

The need to negotiate successful outcomes with internal and external customers is a daily occurrence in the work environment. Collaborating to optimize the results of these outcomes is the objective of this program. Individuals will discover their negotiation styles through a self-assessment and learn the use of strategies, tactics and counter-measures. The importance of trust, relationships, power and expectations in negotiations is also discussed. Participants will have the opportunity to practice their skills in at least three negotiation exercises.

Required text: Provided

Prerequisite: None

CEUs: 1.2

Course # , Date(s) Time
TX33090, 10/13/15, 9:00 AM to 4:00 PM 10/14/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol, Room 2
Instructor:
Larry Lindquist
Fee:
235
Notes:
Course location: 430 North Main Street, Bristol, CT 860 314-4700; Meets 2 sessions.

Communication Skills a Must!

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

Required text: None

Prerequisite: None

CEUs: 1.8

Course # , Date(s) Time
AS33046, 09/14/15, 9:00 AM to 4:00 PM 09/21/15, 9:00 AM to 4:00 PM 09/28/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, TBA
Instructor:
Margaret DeMarino
Fee:
285
Notes:
Course meets 9/14, 9/21 and 9/28.

Dealing with Difficult Situations and Challenges in the Professional Setting

Completing tasks, obtaining information, successful inter-office communication, and productive teamwork all depend on mutual respect, cooperation and a willingness to work towards a common goal. Challenges and breakdowns in productivity occur when misunderstandings, unwelcome change or unexpected glitches interfere. How we deal with them makes all the difference; being comfortable having difficult conversations, putting competitiveness aside when solutions are necessary, strengthening communication skills and recognizing when things are not personal are just a few of the skills necessary for dealing with difficult challenges in the professional setting.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX33080, 10/19/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol, Room 1
Instructor: Lisa Crofton
Fee: 90
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Developing Emotional Intelligence

Emotional Intelligence (EI) is cutting edge knowledge that sets the savvy business professional apart from the rest. Skills will get you just so far. EI involves your ability to read your own emotions, as well as those around you, and use this information to manage your behavior and responses around others. The real glass ceiling in leadership/career has more to do with a combination of emotional intelligence and attitude than any other factor. This is a 2-day class.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
CA33158, 10/06/15, 9:00 AM to 4:00 PM 10/13/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor: Mark Petruzzì
Fee: 180
Notes: Course meets 10/6 and 10/13

Do More, Stress Less: The Art of Productivity and Work-Life Balance - NEW

Get ready for change! This course takes a hard-hitting and light-hearted approach to increasing productivity and maximizing work-life balance. First, we will examine how habit circuits are created and maintained, as well as the dynamics of creating helpful new habits. We will also take a look at how groups and individuals have successfully switched workplace strategies to achieve stellar success by thinking in new ways. . We will also explore techniques for dealing with increasing productivity, including story-boarding, goal-setting, top time management tips from business leaders, and much more. Finally, we will take an in-depth look at stress management, exploring ways to maximize the work-life balance and decrease stress through techniques like visualization, self-acupressure and more.

Required text: None

Prerequisite: None

CEUs: 1.8

Course # , Date(s) Time
AS33056, 12/08/15, 9:00 AM to 4:00 PM 12/15/15, 9:00 AM to 4:00 PM 12/22/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, TBA
Instructor: Margaret DeMarino
Fee: 285
Notes: Course meets 12/8, 12/15, and 12/22

Dump the Drama! Managing Workplace Emotions

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 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 how you can support your staff or co-workers in a challenging environment. You'll gain tools to increase your emotional intelligence, learn your anger system and discover concrete tools and strategies for transforming anger and other strong emotions into productive fuel. You'll also learn mediation tools for everyday work life, including the three key strategies for strategic management of conflict, the two cardinal rules of conflict resolution (no walk aways or power plays), and five essential re-framing practices. This program is designed to help you maintain or recover a positive, energetic attitude that can foster change for the better!

Required text: None

Prerequisite: None

CEUs: 1.8

Course # , Date(s) Time
AS33052, 11/02/15, 9:00 AM to 4:00 PM 11/09/15, 9:00 AM to 4:00 PM 11/16/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, TBA
Instructor: Margaret DeMarino

Fee: 285
Notes: Course meets 11/2, 11/9, and 11/16

Editing 101: How to Make Your Writing Easier to Read - NEW

Want your emails, memos, and other documents to be more clear and concise? Want to be able to get right to the point and not "ramble around"? Does your writing get feedback that you "use a lot of words" or "sound a little stuffy"? Would you like to change your writing voice to be more direct, friendly, or versatile? Writers accomplish all these goals by editing their writing - and you can learn the key concepts of self-editing, too. In these workshops you'll learn the techniques that editors use to make writing (their own or anyone else's) clear, concise, and readable.

Participants are encouraged to bring samples of their work for review, discussion, and practice.

Required text: None

Prerequisite: None

CEUs: 1.2

Course # , Date(s) Time
AS33192, 10/08/15, 9:00 AM to 4:00 PM 10/15/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, ACC, 170 Elm St., Enfield , Room 145A
Instructor:
Beth Richards
Fee:
190
Notes:
Course meets 10/8 and 10/15

Effective Business Writing

In this course, participants will learn the 35 key principles that make business writing effective. The principles cover wording, composition, organization, tone, persuasion, and format.

Participants will learn a concept; read an example; and put the concept into immediate practice.

Learning Objectives: Demonstrate the ability to create business e-mails, letters and other communications that deliver a clear message. Increase writing efficiency by knowing and applying proven business writing principles. Increase the response rate to communications through professional presentation.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
TX33073, 09/15/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Room 1
Instructor:
Chris Amorosino
Fee:
90
Notes:
Course location: 430 North Main Street, Bristol, CT 860 314-4700

Effective Business Writing in Plain English

Do you struggle with writing emails and business correspondence? Would you like to learn better ways to streamline your writing, get to the point, but still maintain appropriate professionalism and courtesy? Do you worry if you have grammar and punctuation mistakes? Then this two-day class is for you! In this class, you will learn the importance of effective business writing, how to identify your audience and customize your messaging, and how to create business documents that say what you mean and achieve the results you want. This course not only covers the basics of how to improve your professional writing skills, but also how to achieve the right results from your written correspondence. Participants should be prepared to engage in hands-on, collaborative writing practice. This is a 2 day course.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
CA33194, 11/03/15, 9:00 AM to 4:00 PM 11/10/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 613
Instructor: STAFF
Fee: 180
Notes: Course meets 11/3 and 11/10

Effective Speech Communication Made Simple!

There's a good chance that you've observed people from a variety of employment and educational backgrounds who possess impressive speaking skills; handling different speaking and interpersonal communication situations with ease. You've often wondered if there is a way for you to join the "confident speakers' club." If it displeases you to feel a strong connection to the four-letter word "fear" when people talk about fear of public speaking, then this class may be the remedy. This program is built to gently but effectively build upon the verbal and nonverbal strengths that you already have. Our time in class will be spent taking a look at how to transition from terrified and ineffective presentations to effective speaking through learning about use of voice (volume, inflection, and other behaviors), examining appropriate body language, and exploring the artful simplicity of effective communication and presentations. We will employ some enjoyable in-classroom exercises to help build your verbal and nonverbal know-how and confidence. We will also spend some time discussing strategies designed to help you connect better with your audience no matter the size. See you in class!

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA33094, 12/18/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Kenneth Adamson
Fee: 90

Notes:

Effective Teambuilding

It takes a strong team leader to build group cooperation and teamwork with so many unique individuals, and it takes an understanding of what the team needs from each other and from their leader. This session focuses on your role as a team leader. You'll learn what it takes to provide your team with the leadership, motivation, and guidance it needs to succeed. The following topics will be covered: Assessing your teams performance; Developing and sharing ideas for promoting feelings of achievement and belonging in your team members; Examining Maslows Hierarchy of Needs and developing a list of practical motivators that you can use with your employees based on Maslows theory; Developing and sharing ideas for what you can do as a team leader to maximize performance as your team moves through the four stages in team development; Evaluating your leadership skills and creating a personal action plan for change.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
TX33113, 11/19/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol, Room 1
Instructor:
Amy Blackwood
Fee:
90
Notes:
Course location: 430 North Main Street, Bristol, CT 860 314-4700

Effective Writing on the Job

Good writing can be learned and developed. This course will give you confidence in mastering the essential craft of written communication in a manner that is efficient and empowering. You will learn how to organize and plan your document for clarity and easy reading; use words, grammar and sentence structure for maximum impact; and tailor your communications to the appropriate format and designated audience.

Required text: Writing on the Job

Prerequisite: None

CEUs: 1.2

Course # , Date(s) Time
NV33069, 11/06/15, 9:00 AM to 3:30 PM 11/13/15, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, NVCC, TBD
Instructor:
Judith Slisz
Fee:
180
Notes:
Course meets 11/6 and 11/13

Emotions in the Workplace

This workshop will define, and list the typical and atypical characteristics of workplace emotions and their impact on employees, supervisors and their relationships outside of the workplace; and the workplace environment and culture. Additionally the precursors to workplace emotions will be explored, such as: stress communication styles, workplace culture and environment, and policies outside of the workplace. There will be presented options for conflict resolution and self-care in order to learn how to manage these emotions.

Required text: Handouts included.

Prerequisite: None

CEUs: 1.2

Course # , Date(s) Time
TR33231, 11/06/15, 9:00 AM to 4:00 PM / 11/13/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TR, Three Rivers CC, Room B118
Instructor: Deirdre Sabastian
Fee: 180
Notes: Course meets 11/6 and 11/13

Empowerment at Work: The Art of Personal and Professional Peak Performance

Would you love to look forward to going to work and going home happy? The key is workplace empowerment learning how to deal with stress and workplace tension, maintain a positive attitude, take initiative and risk, and set goals to achieve and succeed. On-the-Job Empowerment 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, and explores messages from such motivational speakers as Steven Covey, Esther Hicks, Wayne Dyer, and Don Miguel Ruiz.

Required text: None

Prerequisite: None

CEUs: 1.8

Course # , Date(s) Time
AS33051, 10/30/15, 9:00 AM to 4:00 PM 11/06/15, 9:00 AM to 4:00 PM 11/13/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, TBA
Instructor: Margaret DeMarino
Fee: 285
Notes: Course meets 10/30, 11/6, and 11/13

Everyday Application of the Four Agreements in the Workplace & Beyond - Part 2

Understanding The Four Agreements is the first step to integrating them into your everyday life. Applying them is not as easy as understanding them, however, as many individuals find out as they work on practicing them. This course explores each agreement and the many possible applications in everyday work situations. Implications for shifts in perspective and successful outcomes will be discussed.

Required text: None

Prerequisite: Introduction to the Four Agreements CEUs: 0.6

Course # , Date(s) Time
TX33078, 09/21/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Room 1
Instructor:
Lisa Crofton
Fee:
90
Notes:
Course location: 430 North Main Street, Bristol, CT 860 314-4700

Fear-Free and Fabulous Presentations

Forget fear! This powerful workshop will show you how to own the limelight! Whether you're a shaking in your boots speaker or a seasoned pro, you will benefit from the secrets of an experienced pro who has given thousands of presentations for nonprofits, Fortune 500s, banks, and many other organizations. Fear-Free presentations works from the inside out, helping to increase your confidence and your ability to think on your feet. You will learn a dozen mindful practices to prepare yourself and control your nervousness; techniques for developing talking points and structuring, research, and writing a presentation; tips on developing PowerPoint presentations, including incorporating video clips; a system for incorporating anecdotes and humor; and valuable delivery techniques, such as having a home base. You'll also learn how to answer questions and even deal with hostile audience members. Whether you have to say a few words, present at a conference, weigh-in at staff meetings or produce PowerPoints, this course will take you from fearful to fabulous!

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS33049, 10/08/15, 9:00 AM to 4:00 PM 10/15/15, 9:00 AM to 4:00 PM 10/22/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, TBA
Instructor:
Margaret DeMarino
Fee:
285
Notes:
Course meets 10/8, 10/15, and 10/22

Finding the Right Balance in Work and in Life

Learn about work/life balance -- and how and why that 'balance' will naturally vary over time. Learn to simply and easily incorporate energizing activities into your daily routine. Develop a daily practice to be more mindful, calmer and joyful in your life. Develop a holistic, work/life action plan to live a longer, healthier, more fulfilling life. The highly participative workshop includes stretches, gentle movement, and mindfulness exercises. Dress comfortably.

Required text: Handouts included.

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TR33229, 9/25/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TR, Three Rivers CC, Room B118
Instructor:
Susan Greenleaf
Fee:
90
Notes:
Corrected date highlighted in yellow

Forensic Accounting: What You Don't Know Most Certainly CAN Hurt You!

Enron. Worldcom. Bernie Madoff. In the wake of such scandals, organizations have turned to forensic accounting to help them 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 financial abuses. Pedneault will draw upon his 26 years of experience and share accounts of actual cases so students can connect theory to practice. This course is an eye opener and can be a life saver for anyone who handles finances.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA33096, 10/14/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor:
Stephen Pedneault
Fee:
90
Notes:

Four Agreements in the Workplace Follow up - The Fifth Agreement & the Five Levels of Attachment

The Fifth Agreement, Be Skeptical and Learn to Listen... learn to use the power of doubt to question everything you hear. Is it really the truth? If we begin to listen to the intent behind the words, we begin to really understand the message. This assists us in making better decisions in both life and the workplace, improving our communication and listening skills, becoming better aware of the truth around us, improving relationships with others around us. The Five Levels of Attachment, help us gain awareness of the agreements we have been implicitly making all our lives that shape our reality and affect our future and show us how to release the attachments which no longer reflect who you really are. As we gain a foothold on our authentic selves, we are improved communicators, team players, leaders, and innovators...bottom line: increased productivity, efficiency and overall workplace satisfaction.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX33081, 10/26/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Room 1
Instructor:
Lisa Crofton
Fee:
90
Notes:
Course location: 430 North Main Street, Bristol, CT 860 314-4700

Freedom of Information Act: What You Need to Know for Compliance and Protection

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

Required text: None

Prerequisite: None CEUs: 0.3

Course # , Date(s) Time
MA33097, 09/18/15, 9:00 AM to 12:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor:
Thomas Hennick
Fee:
55
Notes:

Government Accounting - Part 1

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

Required text: Essentials of Accounting for Governmental and Not-for-Profit Organizations, 12th edition. This book will be provided.

Prerequisite: Accounting 1 or equivalent. This should not be your first accounting course.

CEUs: 1.5

Course # , Date(s) Time
TX33075, 09/16/15, 9:00 AM to 12:00 PM 09/23/15, 9:00 AM to 12:00 PM 09/30/15, 9:00 AM to 12:00 PM 10/07/15, 9:00 AM to 12:00 PM 10/14/15, 9:00 AM to 12:00 PM
College, Campus & Room:
TX, Tunxis@Bristol, Comp. Lab
Instructor:
Harold Colvocoresses
Fee:
345
Notes:
Course location: 430 North Main Street, Bristol, CT 860 314-4700

Governmental Accounting - Part II

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

Required text: Essentials of Accounting for Governmental and Not-for-Profit Organizations, 11th edition, which was provided to students who attended Part I.

Prerequisite: Governmental Accounting-Part I CEUs: 1.5

Course # , Date(s) Time
TX33076, 10/21/15, 9:00 AM to 12:00 PM 10/28/15, 9:00 AM to 12:00 PM 11/04/15, 9:00 AM to 12:00 PM 11/18/15, 9:00 AM to 12:00 PM 11/25/15, 9:00 AM to 12:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Comp. Lab
Instructor:
Harold Colvocoresses
Fee:
225
Notes:
Course location: 430 North Main Street, Bristol, CT 860 314-4700

Grammar Tips and Tricks

Strong grammar is at the heart of any style of written communication or verbal conversation -- from the informal and casual to the crucial and persuasive. Poor grammar can have a steep price as well -- loss of credibility, loss of an audience's attention, and loss of consideration for grant money or job promotion. It's time to freshen up your grammar skills. Learning Objectives: 1) vocabulary building 2) sentence structure 3) punctuation 4) other areas to improve your understanding of, and appreciation for, great grammar.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
TX33072, 11/06/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , 1
Instructor: Kirstin Ahearn
Fee: 90
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Grammatically Correct & Perfectly Punctuated

End your grammar and punctuation woes. Learning writing rules can make your head spin, but not in this easy-to-absorb two-day workshop! You will have the time to put what you learn into practice using small group exercises and independent, online drills. You'll leave with a comprehensive and working knowledge of sentence structure and grammar and punctuation principle taught in a fun and functional way. Note: This course will be offered in a computer classroom, allowing for plenty of online drills and practice sessions.

Required text: All materials are supplied.

Prerequisite: None

CEUs: 1.2

Course # , Date(s) Time
GW33161, 10/16/15, 9:00 AM to 4:00 PM / 10/23/15, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, GWCC, Room N103
Instructor: Margaret DeMarino
Fee: 170
Notes: Course meets 10/16 and 10/23. Temple Street Garage parking. Bring ticket to Security for validation.

Grant Writing Basics

Learn the basics of successful grant writing. Learn how to find funding opportunities, interpret requests for proposals (RFPs), and writing to meet the requested proposal criteria in specific grants. Samples of successful grants will be reviewed. This workshop focuses on the basic parts of a proposal, dos and don'ts, and follow-up procedures.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33183, 12/04/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 613
Instructor:
Amy Blackwood
Fee:
90
Notes:

Grant Writing for Beginners

What do the funders of grants want to know or read? How do you identify and then fulfill the parts of a request for proposal? Grant Writing for beginners will provide the basics of writing effective proposals. You will learn how to get started and follow the process to completion. This course will discuss the parts of a generic proposal, the art of writing a cover letter, and give participants a chance to review some sample grant proposals. Your expert facilitator will share some tips for researching, cultivating contacts and meeting funders, grant reporting, and what to do if your grant proposal is rejected.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
NV33067, 10/16/15, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, NVCC, TBD
Instructor:
Beverly Salzman
Fee:
90
Notes:

Grant Writing Skills Workshop

This workshop will use the basic grant writing knowledge learned in Grant Writing for Beginners to help you build the skills to write a winning proposal. You will review the sections of a grant discussed in the first session. Participants will also review online systems that are necessary to create state and federal grants. You will learn how to navigate these systems and put together all the necessary information needed to submit high level grants. Your facilitator will provide additional expertise and guide your hands-on experience.

Required text: Students must bring program information to this class to enable them to actually write some components of a grant proposal.

Prerequisite: Grant Writing for Beginners or equivalent experience. CEUs: 0.6

Course # , Date(s) Time
NV33068, 10/30/15, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, NVCC, TBD
Instructor:
Beverly Salzman
Fee:
90
Notes:

Internal Controls

Every business and organization needs to protect itself from fraud from small to large businesses to non-profits. Some of the most common fraudulent activities include paying fictitious vendors, skimming cash, or embellishing an expense account. Regardless of the type of activity, the risk of loss is substantial. Learn the key components for good internal controls and how to implement an internal controls system.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
NV33071, 11/16/15, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, NVCC, TBD
Instructor:
Joseph Cisto
Fee:
90
Notes:

Interpersonal Communication

This program is strongly recommended for people at all organizational levels. Interpersonal skills form the basis of effective business and personal relationships. Participants discover their own behavioral/communication style, strengths and weaknesses. They also learn how their style contributes to or detracts from achieving their business or personal goals and enables them to improve performance. In addition, they will develop skills to identify the styles of others, "bridge" to them and build positive work relationships with them. The skills acquired in this program are critical for those working in a team or group environment. The foundation of the program is LIFO (Life Orientations) Training from Stuart Atkins, Inc. which has been used for more than 35 years by thousands of companies from American Express to Xerox.

Required text: None

Prerequisite: None

CEUs: 1.2

Course # , Date(s) Time
TX33087, 10/08/15, 9:00 AM to 4:00 PM 10/09/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Room 2
Instructor: Larry Lindquist
Fee: 210
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Introduction to Business Analytics

Organizations are relying on business analytics or the use of data, statistical and quantitative analysis, exploratory and predictive models, and fact-based management to make decisions and develop action plans. The course will cover the foundation and business use as well as a working model of capacity planning. You will also learn the terms, techniques, and how business decisions are made with business analytics.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
CA33159, 10/23/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor: Laura Willett
Fee: 90
Notes:

Introduction to the Four Agreements in the Workplace - Part 1

As seen on Oprah and written by Don Miguel Ruiz, The Four Agreements, uses an ancient Toltec wisdom to apply simple agreement in one's life. 1) Be impeccable with your word 2) Don't take anything personally 3) Don't make assumptions 4) Always do your best. These agreements while on the surface seem simple, once practiced and applied change lives and behaviors that affect us personally and by extension professionally. By overcoming limiting beliefs, improving the way you use your language, improving relationship skills, understanding others, decreasing misunderstandings and disagreements, increasing clarity and always doing your best, you improve both your personal and professional lives!

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
TX33077, 09/14/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Room 1
Instructor: Lisa Crofton
Fee: 90
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Learn How to Handle Challenging Conversations in the Workplace

...so you wish you had a "do-over" because you just said the wrong thing at the wrong time. Maybe you said nothing, concerned you would hurt the others feelings or ruin the relationship. This workshop will help you to find solutions to some of your toughest workplace communication problems. So bring your specific issues with you...maybe it's dealing with difficult people -- an angry client, a backstabbing co-worker, a sexual harasser, asking for a raise. We will learn tools and techniques and will practice having that conversation. You will learn the right questions to ask yourself before that conversation takes place; you will learn the principles to guide you to know how to handle the situation if that conversation starts to take a downward spiral...you will learn statements to avoid.

Required text: Handouts included.

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
TR33230, 10/09/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TR, Three Rivers CC, Room B118
Instructor: Susan Greenleaf
Fee: 90
Notes:

Learning to be a Great Public Speaker - Whether you Like it or Not!

Public speaking is a professional necessity...whether you are reporting to a small group in a board meeting or a large group of constituents. Sharpening public speaking skills can help to morph you into a good public speaker, but understanding the mechanics of a great speech, gaining an understanding of what your audience is expecting from you and what truly makes a speaker someone people want to hear is even more important. This course is not your average public speaking class. Come learn to make public speaking comfortable for you; what elements turn a presentation from good to amazing; and which public speaking skills actually make a difference!

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX33156, 11/23/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Room 1
Instructor: Lisa Crofton
Fee: 90
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Literacy Strategies for Diverse Learners

In this interactive roundtable discussion, a literacy specialist will provide hands-on strategies for working with students with learning disabilities. During the first portion, participants will be introduced to eight, proven comprehension strategies that are particularly helpful for students with special needs, who are navigating complex reading and writing tasks. The second portion of the workshop will tackle the unique challenges that students with Autism Spectrum Disorder face when writing papers. Participants will have opportunities to engage in multisensory activities, as well as discuss and utilize language arts materials. Target audience for this course: teachers, program facilitators, tutors, residential care providers, and others working with people with diverse learning styles.

Required text: None

Prerequisite: None CEUs: 0.3

Course # , Date(s) Time
NW33203, 10/23/15, 9:00 AM to 12:00 PM
College, Campus & Room:
NW, Northwestern CCC, ASB205
Instructor: Christine Woodcock, Ph.D.
Fee: 55
Notes: Attn: teachers, tutors, and care providers!

Managing Disagreement, Conflict & Confrontation

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

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX33085, 10/06/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Room 1
Instructor: Larry Lindquist
Fee: 90
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Mastery of Obstacles - Part III The Four Agreements

In continuing the study and practice of The Four Agreements, the mastery of obstacles introduces us to the concept of perception. Truth be told, our days need only be as difficult as we make them and our proficiency and productivity depend on our personal mastery of perceived hindrances or restrictions. By its very nature, 'work' implies challenges: time and budget constraints, differences of opinion, methods & styles, demanding expectations, as well as personal and professional agendas. This course will walk you through the definition process and the perspective of handling obstacles as a means of relieving stress in the workplace environment.

Required text: None

Prerequisite: Recommended reading The Four Agreements CEUs: 0.6

Course # , Date(s) Time
TX33082, 11/02/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Room 1
Instructor: Lisa Crofton
Fee: 90
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Mind Body Happiness for Highly Successful People

Learn how to achieve balance of the mind, body, and spirit to reach happiness in your personal and professional life. In this class, you will learn about cultivating happiness, health, wisdom, and wealth in your life through healthy eating, healthy living, and stress-reducing techniques and meditation. Understand the power of your thoughts and emotions and identify habits of highly successful people. At the end of this course, you will have the tools to transform your life.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33160, 12/14/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor:
Kristen Werblow
Fee:
90
Notes:

Personal Finance - Yes, You Can Make Peace with Your Finances!

Welcome to budgeting basics! This hands-on workshop will help you set-up a personal budget, something we either tend to put off or just cannot find the time to actually sit down and complete. Creating a budget is the first step to creating a realistic financial plan for the future. Does your spending align with your financial goals? Do you need to save for debt elimination, loan repayment, and retirement planning? This training day will include an introductory lesson on spreadsheets using Microsoft Excel. We will create an easy-to-keep-track-of budget plan that will offer a clear view of spending habits. In order to analyze your spending patterns, participants should come prepared with 3 to 6 months of prior spending (check register, online payments, bank statement, etc.). In addition, students should bring a list of current statements of debt (credit cards, student loans, mortgage, etc.). In order to keep your information private, please bring a folder and a USB drive to save your files.

Required text: None. Students should bring a USB drive to save files.

Prerequisite: Desire to create a budget that you can live by! CEUs: 0.6

Course # , Date(s) Time
NW33205, 10/02/15, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, Northwestern CT CC, Room ASB214
Instructor:
Cindy Prelli
Fee:
90
Notes:
Create a budget that works for you!

Personal Finance Series: Blueprint for Financial Success

Successful financial planning and investing is critical to reaching your financial goals. The final class in this series reviews the process of financial planning and gives you the tools to refine and upgrade your existing financial plan. We'll discuss wealth management and investments, retirement strategies, asset allocation models, estate planning, and risk management. This class is ideal if you want to expand on your current financial plan or implement new products or strategies.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33202, 12/17/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor: STAFF
Fee: 90
Notes:

Personal Finance Series: Intro to Personal Money Management

Personal Finance Series: Take Charge of Your Financial Future. This series of one-day financial literacy classes are designed to help you learn how to take control of your financial future. Each of the classes surveys a key component for organizing your personal finances and maximizing long-term financial health. You should gain a better understanding of key personal finance principles, including how to budget, save, pay off debt, repair your credit, invest, spend monetary resources over time, taking into account various financial risks and future life events.

Introduction to Personal Money Management. The first class in this series introduces personal financial planning and money management skills. You will learn about the individual accounting and budgeting process, how to calculate your net worth, budgeting for regular expenditures and generating emergency funds. Taxes in your financial plan, including different types of deductions will also be covered.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33197, 10/08/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor: STAFF
Fee: 90
Notes:

Personal Finance Series: Moving from Debt to Wealth

This class will focus on spending, debt, and credit, with specific focus on the smart way to get out of debt and how to develop a spending plan that works for you. You will also learn about consumer credit and personal risk management techniques, including interest rates, the advantages and disadvantages of consumer credit, and savings and payment services. Credit reports and identity theft will also be covered. If money and debt cause you stress, this class is for you.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
CA33198, 10/22/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor: STAFF
Fee: 90
Notes:

Personal Finance Series: Planning for Your Retirement No Matter How Old You Are

You are never too young to begin planning for your retirement. This class will show you how, at any age, setting goals and envisioning your retirement and help make your retirement planning easier. Discover strategies designed to help maximize your income and potentially earn more from investments. In addition, learn how to avoid losing ground to inflation, lower your income taxes, minimize your estate taxes, and plan for the possibility of long-term health care.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
CA33200, 11/19/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor: STAFF
Fee: 90
Notes:

Personal Finance Series: Stock Market and Investment Fundamentals

Have you always wanted to invest, but didn't know where to start? Do you have a stock portfolio that you'd like to diversify? This one-day class can teach you some effective investing strategies on how to increase your wealth wisely. You'll learn the basics of investing and the rules for wealth creation, discuss investment options that work for most people, how they differ in risk and benefits, and get tips on how to find your own financial advisor.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33201, 12/03/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CC, Capital CC, Room 318
Instructor: STAFF
Fee: 90
Notes:

Personal Finance Series: The Ins and Outs of Connecticut State Benefits

If you have Connecticut State issued insurance, are you aware of all the benefits offered through your plan? Do you know how to best utilize your benefits? Take this very informative one-day class and become the most popular person in your workplace (because you'll know all the secrets to maximizing your benefits so they work the best for you!) Learn about deferred compensation, bonds, short-term disability, life insurance, auto and home insurance, and much more.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33199, 11/05/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor: STAFF
Fee: 90
Notes:

Positive Assertiveness

Identify the differences between passive, assertive, and aggressive? Behaviors in the office and in life. In this class, participants will learn appropriate communication approaches to achieve goals and help others. Understand the personality type drivers behind win/lose and lose/win approaches to going after wants. Learn to achieve professional goals and influence others through role play to bolster skills and promise greater workplace effectiveness for future success.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
CA33182, 12/11/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 613
Instructor: STAFF
Fee: 90
Notes:

Proactive, Positive Conflict Management

Conflict managed poorly is devastating to productivity and team wellbeing, while conflict managed well can spark creativity, innovation (new solutions!), and deeper mutual understanding amongst the involved parties. With the right mindset and bearing, we can set the stage for better conflict management before conflicts even come up, and resolve them more productively once they happen. By the end of this course, you will: 1. Learn the different types of conflict, and personal styles of handling conflict. 2. Understand how to develop an attitude and physical bearing that increases your chance of making conflict productive, or achieving mutual solutions before reaching the point of conflict. 3. Learn how to use positive assertiveness towards win-win, instead of win-lose or lose-win outcomes.

Required text: None

Prerequisite: None

CEUs: 1.2

Course # , Date(s) Time
AS33211, 11/12/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, ACC, 170 Elm St., Enfield
Instructor: Mark Petruzzi
Fee: 190
Notes:

Public Speaking in an Organizational Setting

The ability to speak on short notice and to shine at the same time empowers the audience and frees the speaker to connect naturally. A valuable skill for leadership development or employee growth is learning how to speak clearly. In this class, learn how to state facts and opinions in conversation or in a formal presentation. Discover tools to put your audience and yourself at ease in any environment.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33164, 09/25/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor:
Yasmin Shenoy
Fee:
90
Notes:

Putting Your Best Brand Forward

Do you have a personal brand? If not, it's time! A personal brand is what people think and say about you when you are not around. We will take a look at your own internal perceptions and align them with positive external perceptions. Through creative and interactive exercises, you will begin to determine your value to those around you, in both your personal and professional life. This confidence-building class will help you to tell your own story in a meaningful and powerful way.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33165, 12/08/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor:
Amy Blackwood
Fee:
90
Notes:

Retirement: Ready or Not? - NEW!

Whether you're considering retirement in the next few months or the next few years, this course can help you prepare. As a State employee, you've got some unique and specific factors to consider before making this important choice. Perhaps you've set aside the money you need, and you're comfortable with your financial future. But financial concerns are not the only consideration. What are you going to do with the rest of your life? Maybe you still have plenty of energy, but you're just not interested in a full work week. So, what will you DO in retirement? What will be your goals and plans? This workshop will help you figure out a direction for your post-retirement years. The workshop will also offer you important information about the proximate steps to take before retirement. You'll receive handouts that will help you know where and to whom you can turn for more specific questions about retirement from State employment. Topics to be covered also include the history of retirement, the "retirement generation," issues facing us as we get older, an exploration of skills and interests, and the development of an action plan. Please note that this course does not include individual counseling regarding retirement.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
MA33103, 11/06/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Student Services Center, SSC L240
Instructor: Ralph Braithwaite
Fee: 90
Notes:

Social Media Marketing Demystified

A crash course on the social media tools available on the internet to market your organization whether you have a product, service and/or idea to promote. This will be an interactive workshop where students will navigate through a variety of social media tools on an overhead led by the instructor. By the end of this workshop, you will: Identify social media marketing tools including: Facebook, Twitter, YouTube, Pinterest; know the impact of social media marketing in your organization; know the pros/cons of the social marketing tools; identify and analyze audiences using social media marketing tools; how to get started using social media marketing tools professionally.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
TX33074, 10/02/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol, Comp. Lab
Instructor: Tatiana Machado
Fee: 90
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Spanish Essentials for the Workplace

The object of this course is to introduce participants to basic phrases used to communicate with Spanish speaking employees, clients and co-workers. Personalized questions, basic Spanish grammar exercises, role-playing, and reality-based activities will provide opportunities to practice basic Spanish. Topics to be covered: introduction to Spanish sounds and the alphabet; greetings and farewells; asking for information and other polite requests; numbers, dates, days of the week and months of the year; time; useful verbs and key phrases in the present tense; ir + a + an infinitive to express the idea of future action; acabar + de + an infinitive to express completed action and cross-cultural communication. This class will be taught in the state of the art Language Lab so that participants can learn to use computer translators effectively. Participants will also have opportunities to practice with a native speaker during the class. This course was formerly known as Spanish for the Workplace I and II.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
MA33101, 10/16/15, 9:00 AM to 4:00 PM 10/23/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B210
Instructor:
Linda Burk, Ph.D.
Fee:
180
Notes:
Course meets 10/16, 10/23 and will be held in LRC B210 (Language Lab).

Spanish for Business Professionals I

This course is designed to provide a basic knowledge of Spanish words and phrases to understand and communicate with customers during business transactions, in healthcare settings, and in social service situations. Learn how to ask questions, gather information, give directions, and schedule appointments. Develop an awareness of Spanish culture and customs that impact overall communication. This is a 5-week course. Note: This course will be followed by Spanish for Business Professionals II.

Required text: None

Prerequisite: None CEUs: 3

Course # , Date(s) Time
CA33166, 10/02/15, 9:00 AM to 4:00 PM 10/09/15, 9:00 AM to 4:00 PM 10/16/15, 9:00 AM to 4:00 PM 10/23/15, 9:00 AM to 4:00 PM 10/30/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 307
Instructor:
STAFF
Fee:
450
Notes:
Course meets for 5 sessions.

Spanish for Business Professionals II

This course is the continuation of Spanish for Business Professional I. Learn to initiate and participate in basic conversation. Practice responding to questions and writing short paragraphs to provide directions or give information. There will be an emphasis on oral communication and career-specific vocabulary that focuses on health, business, and/or public service professions. Upon completion students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. This is a 5-week course.

Required text: None

Prerequisite: Completion of Spanish for Business Professionals I, or possess a basic understanding of commonly used Spanish words and phrases. CEUs: 3

Course # , Date(s) Time
CA33167, 11/02/15, 9:00 AM to 4:00 PM 11/09/15, 9:00 AM to 4:00 PM 11/16/15, 9:00 AM to 4:00 PM 11/23/15, 9:00 AM to 4:00 PM 11/30/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 307
Instructor: STAFF
Fee: 450
Notes: Course meets for 5 sessions.

Technical Writing

From proposals to procedures, from white papers to web-site content, this workshop, led by a professional writer, will help gain efficiency in technical writing. You'll learn how to tailor content to your readership demographics, as well as to adapt your writing to account for both technical and lay readers. Whether you're a scientist, IT specialist, researcher, engineer or analyst, you will learn strategies for reviewing research, documenting your findings, expertly summarizing information, creating spot-on abstracts, and revising for maximum readability. You will learn how to make your writing clear, concise, accurate, and fluent, all while adopting proper tone. This workshop allows time for professional assistance on a work-related project, whether it's an article for a trade journal, a field or audit report, a procedures manual or other document. We will also explore how to effectively incorporate visual information, such as graphs, charts, PowerPoint slides, and more.

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS33055, 11/30/15, 9:00 AM to 4:00 PM 12/07/15, 9:00 AM to 4:00 PM 12/14/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, TBA
Instructor: Margaret DeMarino
Fee: 285
Notes: Course meets 11/30, 12/7, 12/14

The Art of Communication: Observing, Listening, Being Understood

Learning to express oneself accurately and be understood and clearly understanding another are the cornerstones of great communication and stronger relationships. Great communication leads to great understanding which leads to mutual respect. Mutual respect allows for freedom of expression. Freedom of expression lends itself to creative solutions and ideas. Creative ideas and solutions bring about innovation and productivity within groups, relationships and teams. This course details the key components to developing strong interpersonal communication skills in the workplace.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX33083, 11/09/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Room 1
Instructor: Lisa Crofton
Fee: 90
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

The Art of Human Relations: How to Build and Maintain Effective Workplace Relationships

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

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS33048, 10/05/15, 9:00 AM to 4:00 PM 10/19/15, 9:00 AM to 4:00 PM 10/26/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, TBA
Instructor: Margaret DeMarino
Fee: 285
Notes: Course meets 10/5, 10/19, 10/26 - no class 10/12

The Art of Tact & Diplomacy

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

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33172, 09/23/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor: STAFF
Fee: 90
Notes:

The Leadership Quest Certificate Program

John F. Kennedy once said, Leadership and learning are indispensable to each other. 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. 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, motivate others toward action, become a role model, and encourage the energy flow. This program will empower you to become a leader who can inspire yourself, acquire solid leadership skills, and fire up your staff!

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS33050, 10/29/15, 9:00 AM to 4:00 PM 11/05/15, 9:00 AM to 4:00 PM 11/12/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, TBA
Instructor: Margaret DeMarino
Fee: 285
Notes: Course meets 10/29, 11/5, 11/12

The Making of an Excellent Supervisor

In this workshop, supervisors will explore the many ways in which we communicate. Attendees will discuss the communication process, the different types of communication, and methods that we use. The group will also examine in detail the positive or negative impact of communication. By learning how to convey clear and positive verbal and non-verbal messages, supervisors are able to motivate and encourage employees to achieve workplace goals. Superior employee performance is a direct result of a combination of factors resulting from strong leadership including: clearly stated goals and expectations; performance feedback; information sharing; help in achieving goals; removal of barriers to success, and great mentors as role models. By learning to supply all of the factors that influence effective performance and avoid common performance feedback errors, attendees will learn to provide more accurate, objective, and helpful appraisals and create employee/employer relationships that produce.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX33084, 11/16/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol, Room 1
Instructor:
Lisa Crofton
Fee:
90
Notes:
Course location: 430 North Main Street, Bristol, CT 860 314-4700

Time Out! Powerful Time Management

Many people have difficulty achieving peak performance because there never seems to be enough time to get everything done. They need to take a Time Out and get control of their time and their lives. This program is based on the expertise of time management guru, Alan Lakein. Participants will learn how to plan, organize, prioritize and manage their time for greater productivity and less stress. They will analyze how they currently spend their time, determine what their time wasters are and develop a new approach for efficient use of their time. This program eliminates the need to purchase a costly "time management & planning system" that requires you to carry a planning calendar with you everywhere you go. At the conclusion of this program you will be able to: Measure how effective you are at using your time, currently. Identify the Myths of Time that limit your effectiveness. Analyze your present use of time. Identify your personal time thieves and techniques to catch them. Employ six easy ideas for overcoming your poor time habits. Set short and long term time objectives. Develop a plan with strategies to improve your use of time on a continuing basis.

Required text: Provided

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX33086, 10/07/15, 9:00 AM to 4:00 PM

College, Campus & Room:
TX, Tunxis@Bristol, Room 2
Instructor: Larry Lindquist
Fee: 90
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Using Your Intuition to Gain a Professional/Personal Edge

No one knows better than you what works best for you. Whether you call it a sixth sense, gut instinct, or intuitive process, learning to listen to your own inner wisdom and pay close attention to what you are feeling instead of solely relying on what you are thinking is the practice of awareness or mindfulness. Staying present in every moment allows us the benefit of clarity and self-control. In this state of calm we can more successfully interact, communicate and relate to our co-workers and expect more expedient and productive outcomes. When we practice mindfulness, we increase our intuitive muscle, thereby increasing the trust we feel in our own judgment, choices and decisions. We become more definitive, less stressed, more confident, more assertive and less doubtful. Our overall outlook improves and our productivity is streamlined due to the efficient way we process information. Your intuition can be your greatest personal ally and your best professional tool.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX33079, 10/05/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Room 1
Instructor: Lisa Crofton
Fee: 90
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Whole Foods for a Healthier & More Energetic You

In this life-changing workshop, you will learn how a whole food diet can heal, transform, and enhance your life, as well as learn how to cook delicious, healthy whole food recipes. At the end of this workshop, you will: have knowledge about the benefits of whole foods; understand essential super foods and their healing properties; be able to cook quick, healthy, and delicious whole food recipes; and practice eating mindfully.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33174, 11/09/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 309
Instructor: Kristen Werblow
Fee: 90

Notes:

Win-Win Negotiation Skills

Negotiation skills are important when selling a product, providing customer service, or obtaining resources for projects. Individuals with effective negotiation skills work more productively with customers, colleagues, partners, vendors, and others. Successful negotiators possess the knowledge and skills that will leave everyone in a win-win situation. In this workshop individuals will learn the tactics used by successful negotiators, develop their personal negotiating style, and understand strategies to bargain successfully and ethically. The material will be delivered through lectures, group exercises, and individual feedback.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33195, 09/30/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor: STAFF
Fee: 90
Notes:

Developing Leadership Skills

A Work in Progress: Supervising for Success - NEW

You want to get the best out of your staff, but it's not always easy. Sometimes there are stumbling blocks. It may be an employee who's a workhorse, but doesn't work well with others. Or an employee who seems more interested in texting than working. Or perhaps an employee whom you know isn't working up to his/her potential. Learn best supervisory practices and strategies to help your direct reports achieve their personal best. This course centers on understanding motivation, including the intrinsic rewards employees crave, such as recognition and appreciation. This program will help you acquire or strengthen critical coaching skills to guide your staff to stretch their comfort zones, take risk, define objectives, and develop new skill-sets. You will also learn how to employ proven techniques as well acquire an arsenal of perfect phrases for key situations. This course will help inspire you to inspire your employees to become more engaged, productive, and successful!

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS33054, 11/20/15, 9:00 AM to 4:00 PM 12/04/15, 9:00 AM to 4:00 PM 12/11/15, 9:00 AM to 4:00 PM

College, Campus & Room:
AS, Asnuntuck , TBA
Instructor: Margaret DeMarino
Fee: 285
Notes: Course meets 11/20, 12/4, and 12/11. No class 11/27

Essentials of Project Management

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

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
MA33095, 09/21/15, 9:00 AM to 4:00 PM 09/28/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: John Lombardo
Fee: 199
Notes: Course meets for 9/21 and 9/28. Recommended follow-up course for Essentials of Project Management is MA33130 Microsoft Project In-Depth.

From Resistance to Resilience: Organizational Change - NEW

Change is the only constant in today's workforce, so organizational leaders and managers need a broad repertoire of skills to manage change at both an organizational and individual level. The ability to help the people you manage adapt and respond effectively to changes in organization culture, structure, policies and procedures, and strategic direction is a critical asset in leadership and managerial success. In this two-day program, we will examine leadership and managerial challenges in organizational change, how to communicate about changes with employees, the impact of change stress, the stages of change and the patterns of change resistance, how to help employees move from change resistance to change resilience, and how to manage your own response to organizational change and your ability to support employees while experiencing the same pressures that they are feeling.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
AS33204, 10/06/15, 9:00 AM to 4:00 PM 10/13/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, ACC, 170 Elm St., Enfield, Room 128
Instructor: Deanne Shapiro

Fee: 190
Notes: Course meets 10/6 and 10/13

Introduction to Strategic Planning

If you're brand new to strategic planning or it's been a while since you developed a strategic plan, this basic workshop will help. It's both an intro and refresher workshop. You'll learn what it takes to craft a plan that works for you. You'll see why strategic planning is an effective management tool, how it differs from other planning processes, what a strategic plan contains, and who should lead it. You'll cover strategic planning from its initial framework to its commitment to accountability. Coordination, goals, SWOT analysis, distribution, outcomes, evaluation, follow-up, sustainability, and other topics will be included. You'll see sample plans and use templates to assemble tailored pieces of your own strategic plan. Participants will benefit from individual and group practice.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX33155, 10/28/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Room 1
Instructor: Waldemar Kostrzewa
Fee: 90
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Leading Groups to Success: The Fine Art of Group Dynamics and Group Process - NEW

The effective manager or supervisor must be able to lead work units, project teams, and other formal and informal work groups in intensive discussion, problem-solving, and decision-making, but often don't have any training in how groups function and what makes them effective or ineffective. This two-day program will give you a fundamental understanding of group process and group dynamics and the role of the leader or facilitator in guiding a group to achieve its objectives. We'll explore the roles and responsibilities of a group facilitator, what makes groups work (or not), how to build group trust, how to achieve balance between tasks (getting the work done) and process (maintaining positive relationships), and how to deal with difficult individual and group behavior and conflicts, with an overall focus on guiding the group to successful outcomes and performing effectively as a group leader.

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS33209, 11/30/15, 9:00 AM to 4:00 PM 12/01/15, 9:00 AM to 4:00 PM 12/07/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, ACC, 170 Elm St., Enfield , Room 128

Instructor: Deanne Shapiro
Fee: 295
Notes: Course meets for 11/30, 12/1 and 12/7.

MBA Boot Camp

Get grounded in the essential elements of high-level business courses in just five, one-day sessions. These sessions are presented by a team of expert faculty specializing in accounting, strategy, marketing and management. With practical examples, case studies and practice, this series is your opportunity to accelerate to the next level of professional excellence. This is a 5-day course over five weeks. **DAY 1: Managing for High Performance** - Students learn the basic functions of management, Emotional Intelligence (EI), leadership skills, goal setting, techniques to motivate and increase morale, and enhance productivity, building and leading effective teams, shared values, and other factors to support organizational goals. **DAY 2: Human Resources Training and Development** - Students learn the essentials of Human Resources, how to facilitate the growth of an organization through recruitment, training and development, and how to enforce an organization's policies and regulations. Legal issues, performance assessment, training, compensation, and labor relations will also be covered. **DAY 3: Financial Management** - Students learn about financial management, financial statement review, budgeting, budget and variance analysis, cost benefit analysis, metrics, and GAAP 101. **DAY 4: Marketing and Communications** - Students will dissect the five zones of a marketing plan and through creative and interactive exercises, discover how to elevate their personal and organizational brand. Key influences and characteristics of our six unique generations will be introduced, along with social media and measurement, and marketing tips. **DAY 5: Getting to the Next Level** - On this final day of the course, students will learn about effective networking, mentors, public speaking and presentation skills. There will be discussion about career management, organizational fit, skills assessment, and understanding how your skills relate to your industry's needs

Required text: None

Prerequisite: None CEUs: 3

Course # , Date(s) Time
CA33162, 10/07/15, 9:00 AM to 4:00 PM 10/14/15, 9:00 AM to 4:00 PM 10/21/15, 9:00 AM to 4:00 PM 10/28/15, 9:00 AM to 4:00 PM 11/04/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 307
Instructor: Kelly Harper
Fee: 450
Notes: Course meets for 5 sessions.

Middle Management Skills Certificate

This program is aimed at individuals who are experienced managers, people who are managing the work of people in supervisory roles, or who have an interest in moving up to a higher level managerial position. I've been supervising for a while, so I don't need to learn more. Is this what you think? Just because you have some experience doesn't mean you are the best that you can be. This program will help you develop some skills that will make you an even better manager.

Participants completing at least four of the five modules will receive a Middle Management Skills Program certificate.

MODULE 1: COMMUNICATING EFFECTIVELY and MAKING EFFECTIVE PRESENTATIONS.

(Communicating Effectively) - Communication may be the most important skill that anyone in a management or supervisory role can develop. Becoming a better communicator will usually result in more effective results. This portion of the module will cover a model of communication, listening skills, non-verbal communication, feedback, and handling criticism. By the end of this session you will: Identify a communication model; Describe the difference between active and passive listening; Define the components of effective feedback; Describe the positive and negative aspects of non-verbal behavior; Discuss the appropriate ways of handling criticism. (Making Effective Presentations) - At some point in time, in virtually every manager's career, a presentation is required. In this segment of the model the focus will be on the skills needed to get up in front of a group and make an effective presentation. In addition, there will be materials on how to use presentation tools such as PowerPoint more effectively. By the end of this session you will: Understand the parts of an effective presentation; Learn about gestures, eye contact, and other skills needed to be effective; Know what makes up a good presentation slide. You will also have an opportunity to develop an action plan and a follow-up system. **MODULE 2: LEADERSHIP and COACHING.**

(Leadership) - Leadership is often the missing ingredient in a more effective work group or team. Leadership skills can be learned. This section of the module will focus on the various aspects of leadership, characteristics of effective leaders, and identifying leadership potential. By the end of this session you will: Assess your leadership potential; Learn about leadership styles; Define situation leadership components; Identify some leadership traits. (Coaching) - Are you getting the most from each of your employees? If not, then coaching may be an answer. Coaching can be defined as a technique or skill used by managers and supervisors to provide guidance and direction to employees. Virtually everyone has had a coach at some point in his or her life. Coaching is not an innate skill that we possess but rather a learned skill that can be developed. It is a process that requires continuous involvement and action by the manager or supervisor. This section of the module will focus on the skills you need to be an effective coach and the steps necessary to have a productive coaching session. By the end of this session you will: Define what is meant by the term coaching; Examine the various aspects of coaching function; Understand the value and importance of coaching; Practice a coaching session and receive feedback on your skills. You will also have an opportunity to develop an action plan and a follow-up system. **MODULE 3: MOTIVATION and ETHICS.** (Motivation) - Can you motivate others? How do you get people to do what you need done? These questions and more will be addressed in this segment of Module 3. There will be a brief overview of some motivation theories, ways to improve morale, and methods for increasing performance levels. By the end of this session you will: Define motivation; Discuss some of the key motivation theories;

Understand the difference between high morale and high motivation; Identify ways to improve staff morale. (Ethics in Management) - In this day and age when Sarbanes-Oxley is everywhere, when budgets are so thin, when challenges are so great, your ethical compass may need to be examined. Most people want to do what is right and ethical, but it is not always easy. Ethical issues exist in every work environment, so this module will be of great assistance in knowing how to handle them. The focus of this module is on ethical issues that managers and employees face on a daily basis. You will learn some practical applications of ethical concepts, explore numerous ethical quandaries, find answers to a variety of ethical questions, and develop tools to assist you in dealing with those not-so-easy choices. By the end of this session you will: Define business ethics; Understand the similarities between legal and ethical issues; Be able to explain the differences between ethical and moral when it pertains to dilemmas; Examine several ethical issues and cases; Learn how to be a more ethical leader and instill a sense of ethical behavior in your employees. At the end of this module you will also have an opportunity to develop an action plan and a follow-up system. **MODULE 4: TEAM BUILDING.** In virtually every organization, teams are used to accomplish a wide variety of tasks and projects. Teams are here today and will continue to be a main part of the way an organization does business tomorrow. How effective a team is depends on a variety of factors including the team composition and the team leaders. In this module you will have an opportunity to learn about the characteristics of effective teams, examine the strengths and shortcomings of your own team, learn about the various roles and functions that team members play in the organization, and gain some insights in methods for making your team perform at higher levels. By the end of this session you will: Identify the characteristics of effective teams; Determine the types of qualities that a good team member possesses; Examine the strengths and shortcomings of your own work team; Explore the various roles and functions team members play; Identify methods for improving team performance. At the end of this module you will also have an opportunity to develop an action plan and a follow-up system. **MODULE 5: MANAGING A DIVERSE WORKFORCE and DEALING WITH DIFFICULT PEOPLE.** (Managing a Diverse Workforce) – Today’s workforce is changing. Not only are the traditional topics of diversity an issue, but the generational differences also plays a major role in the performance of organizations. This section of the module explores the diverse nature of the workforce including gender, race, age, and sexual orientation. By the end of this session you will: Define what is meant by the term diversity; Understand the similarities and differences that people have; Explore various cultural differences that exist; Learn how to more effectively manage the different generations in the workforce. (Dealing with Difficult People) - Are you one of the fortunate managers or supervisors who have a team of nothing but shining stars? If you are, then that’s terrific, but if you are like most, you have some employees and/or customers who are somewhat difficult. Do you want to learn methods for helping you work with these people? If the answer is yes, then this program is for you. We will define the types of difficult people and learn a model to create a better working environment for all of your employees, improve working relationships, minimize conflicts, and build bridges between management, staff and customers. You will have an opportunity to develop an action plan and a follow-up system. By the end of this session you will: Identify the degrees of difficult employees; Implement an intervention model; Understand the discipline process; Learn how to manage difficult people. At the end of this module you will also have an opportunity to develop an action plan and a follow-up system.

Required text: None

Prerequisite: None

CEUs: 3

Course # , Date(s) Time
MA33099, 10/02/15, 9:00 AM to 4:00 PM 10/09/15, 9:00 AM to 4:00 PM 10/16/15, 9:00 AM to 4:00 PM 10/23/15, 9:00 AM to 4:00 PM 10/30/15, 9:00 AM to 4:00 PM

College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Ralph Braithwaite
Fee: 399
Notes: Course meets for 5 sessions.

Performance Coaching

It's a fact, being a leader is not easy. Your success is contingent on other people doing what you want them to do. Often, employees don't really know what they are supposed to do, or they don't really know how. This workshop provides clear guidelines that will help you improve employee performance through mentoring and providing direction and feedback. Learn how to apply essential performance coaching steps in productive ways that include your employees in the process. You'll learn to communicate specific expectations and to remove any obstacles that get in the way. And you'll learn techniques for further improving employee job performance through inspiring and mentoring employees who are already doing well by pointing out what they could be doing even better

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33179, 12/03/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 301
Instructor: Stanley Beckford
Fee: 90
Notes:

Positive Discipline at the Workplace

Discipline = punishment. It's been like that for ages. But this workshop suggests that the old formula may be a waste of time and money. What leaders really need to focus on is solving the problem behavior. This workshop focuses on respect and responsibility, creating a platform where the employee who's creating a problem agrees to be the one who solves it. Learn skills to help your employee's ability to meet workplace expectations and possibly save their jobs. And if they do not have a commitment to improve, this workshop will provide you with the necessary tools to help you improve your employees job performance which should be considered a rewarding part of any manager's or supervisor's job.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33177, 12/07/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor: Stanley Beckford

Fee: 95
Notes:

Project Management Basics for Supervisors

This two day workshop covers a range of project management practices designed for supervisors who are new to project management. Participants will learn the phases of project management, how to define the project, plan the tasks, develop the schedule, prepare and manage the budget, monitoring, identify risks, and implement corrective actions. Case studies will be used to apply and practice skills.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
CA33180, 12/09/15, 9:00 AM to 4:00 PM 12/16/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor: Stanley Beckford
Fee: 180
Notes: Course meets 12/9 and 12/16

State Supervisory Skills Training

Through a collaborative effort of state agencies, an approved State supervisor program has been designed to provide the fundamental skill set that every State of CT government supervisor should have. This course will provide training to new supervisors, and current supervisors looking to refresh their knowledge and hone their skills. The goal of this program is to provide valuable strategies, insights and tools in these essential topics: Transition to Supervision; Communication; Leadership; Motivation; and Team Building. The class includes segments on ethical behavior, conflict resolution, and best practices of performance management. This training is designed for those agencies that do not have their own programs and policies. As a part of this program, participants must also attend two additional follow-up sessions (three and six month intervals) to facilitate application of new skills, by addressing their specific challenges and concerns in an open, supportive environment.

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS33210, 10/07/15, 9:00 AM to 4:00 PM 10/14/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, ACC, 170 Elm St., Enfield , TBA
Instructor:
Ralph Braithwaite
Fee:
300
Notes:
Follow-up sessions: 1/27/2016 and 4/27/2016 – 9:00 AM to 12:00 PM

Course # , Date(s) Time
MA33102, 12/02/15, 9:00 AM to 4:00 PM 12/04/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor:
Ralph Braithwaite
Fee:
300
Notes:
Follow-up sessions: 2/15/16 and 5/16/16 - 9:00 AM to 12:00 PM

Course # , Date(s) Time
NV33258, 12/11/15, 9:00 AM to 4:00 PM / 12/18/15, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley CC, TBA
Instructor:
Ralph Braithwaite
Fee:
300
Notes:
Follow-up sessions: 3/18/16 and 6/17/16 - 9:00 AM to 12:00 PM

Taking Action and Getting Results

This in-demand workshop is comprised of a series of modules specifically designed for managers, supervisors and team leaders who want to effectively motivate and communicate with their employees or team members for increased performance and engagement. Learn how to identify what motivates others to do their best and how your leadership style can influence why your employees don't do things, and even more importantly, why they do. Communication is an essential component to success. Learn how to use communication to improve teamwork and smooth over those "people problems" that can otherwise add stress and interfere with morale. Participants will learn how to identify and leverage diverse talent and cultural backgrounds, to bridge communication gaps, and work with behavioral styles for greater teamwork and productivity. Individuals in leadership roles 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. Participants will learn strategies to keep their teams engaged during times of change. Fundamentals of leadership, interpersonal and intercultural communication skills, conflict management, and managing organizational change will also be discussed. Participants will leave the workshop with an action plan to get results!

Required text: None

Prerequisite: None CEUs: 3

Course # , Date(s) Time
CA33196, 10/19/15, 9:00 AM to 4:00 PM 10/26/15, 9:00 AM to 4:00 PM 11/02/15, 9:00 AM to 4:00 PM 11/09/15, 9:00 AM to 4:00 PM 11/16/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 318
Instructor: Stanley Beckford
Fee: 450
Notes: Course meets for 5 sessions.

The 21st Century Administrative Professional: Developing Yourself as a Strategic Partner -NEW

In a recent report, the American Society of Administrative Professionals described the role of the administrative professional today as a new breed of middle manager who is a key business partner and in essence a chief of staff to his or her manager. Yet, the professional talents and knowledge of administrative assistants and other support staff in many organizations are often overlooked, as is their interest in professional development and their potential for a career path in the organization, even though administrative assistants and support staff in today's workplace frequently have responsibility for communicating, managing, coordinating, and planning for work unit needs, experience that would readily equip them for a future supervisory or managerial role if they desired. This one-day program for administrative assistants and support staff will provide you with a professional development opportunity to explore and expand your core competencies, your valuable contributions to the organization, and the skill sets to position you for further career development.

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
AS33207, 09/22/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, ACC, 170 Elm St., Enfield , Room 128
Instructor:
Deanne Shapiro
Fee:
95
Notes:

The Fundamentals of Effective Leadership for New and Experienced Leaders

...so you're a new leader, or perhaps an experienced leader that needs a little inspiration. How many of you are running on empty -- learn how to reenergize yourself. What are the key ingredients in building a strong team? What do great leaders do that makes people want to follow them? How do you handle major change and transition? How do you provide performance feedback without discouraging employees? Learn how to differentiate parent-child from an adult-adult communication and how to best handle conflict in the workplace -- e.g., employee bickering, poor morale. Learn about flexing your style to best communicate with others. Bring your specific issues to this workshop and plan to leave with a course of action.

Required text: Handouts included.

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TR33232, 11/20/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TR, Three Rivers CC, Room B118
Instructor:
Susan Greenleaf
Fee:
90
Notes:

The Intentional Partnership: Managing and Influencing Upward - NEW

To be successful, supervisors and managers need to be effective in managing upward, developing and maintaining a positive and mutually supportive relationship upward with their own manager. When managers or supervisors work collaboratively in a strategic partnership with the person who manages them, their department or team is far more able to achieve its operational goals and objectives. This two-day program will assist you as a supervisor or manager in building and sustaining an effective partnering relationship with your manager which in turn will help both of you fulfill your job responsibilities and operational priorities for the work unit. We'll explore the key elements in upward management, the effectiveness of your current work relationship with your manager, your understanding of his or her work world, your communication with your manager, and your ability to exercise influence upward and make the case for your ideas and recommendations.

Required text: None

Prerequisite: None

CEUs: 1.8

Course # , Date(s) Time
AS33206, 10/26/15, 9:00 AM to 4:00 PM 10/27/15, 9:00 AM to 4:00 PM 11/03/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, ACC, 170 Elm St., Enfield, Room 145A
Instructor: Deanne Shapiro
Fee: 285
Notes: Course meets for 3 sessions.

The Science of Leadership - NEW

Yes, Science! In this case, the study of observable behavior. We have heard the term "leadership" all of our lives - growing up, at work, in sports, in the media, etc. In this workshop, explore some of the myths, pitfalls and successes that you can apply at work and in your everyday lives. This fast-paced and informative session will provide some basic insights, common sense and commonly overlooked basics of leadership. Although we scratch the surface, you will leave with some valuable tools, techniques and a more personal understanding of leadership.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
AS33170, 10/15/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, ACC, 170 Elm St., Enfield, Room 145A
Instructor: Ed Vaghini
Fee: 95
Notes:

The Upward Mobility & Supervisory Skills Toolkit

Whether you're a supervisor, want to become one, or just want to move ahead in your career, this workshop will position you as a valued team player in your department. You will develop expertise that will be critical to your career success tips, techniques, and practices that you can immediately bring back to the workplace! You'll 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 how to avoid the 30 top supervisory missteps, adopt 7 key steps to get respect, discover the top 15 best practices of supervisors' adopt stellar supervisory strategies from corporations such as Disney, use 4 key practices when providing feedback to employees, deal with stress, frustration, and burnout in the workplace, and deal with real-life tricky supervisory situations.

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS33047, 09/17/15, 9:00 AM to 4:00 PM 09/24/15, 9:00 AM to 4:00 PM 10/01/15, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, TBA
Instructor: Margaret DeMarino
Fee: 285
Notes: Course meets 9/17, 9/24, and 10/1

Technology Advancement

A Fresh Look at Excel

Designed for those who are "self-taught" or who have been using Excel for a while but would like a tune up - this fresh look at Excel will give you "basics" you never knew existed! Learn to get the best out of this program using built-in tools, features and best-kept secrets! Topics include: customizing your workspace, tools, sheets and cells, numeric labels, absolute references, faster data entry, series, templates, printing large worksheets, headers & footers, functions, and many more tips to fine tune your Excel skills. A basic understanding of Excel is a must!

Required text: None

Prerequisite: Basic understanding of Excel CEUs: 0.6

Course # , Date(s) Time
TX33107, 09/24/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Comp. Lab
Instructor: Jan Gyurko
Fee: 95
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Access 2010 for Beginners

This beginner Access course will cover: Why Use Access? What's New in the 2010 version; How Access 2010 works and how you work with it; Navigating your way around; Database basics; Data management; Querying your data; Report basics. This class will review the basics of Access and teach you how to create your own databases. It is a beginners session designed to get you started using the program and the new features of Access 2010. It is not a high level programming course and is not designed to create databases for you as the participant. It will give you building blocks to move on to higher level usage.

Required text: None

Prerequisite: Basic computer knowledge CEUs: 0.6

Course # , Date(s) Time
TX33112, 09/17/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Comp. Lab
Instructor: Amy Blackwood
Fee: 95
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Access 2010: Intermediate

Students create a multi-table database containing a relationship and learn the significance of relationships in databases. Create select queries, data entry forms, navigation forms and discover how form layout is similar to report layout. Utilize built-in tools to split databases, find and replace data, attach and detach documents, import data, and more. Understand the differences between the templates and Web templates. Although this course uses Access 2010 software, 2007 and 2010 are very similar. Questions regarding 2007 will be addressed as time allows.

Required text: None

Prerequisite: Access 2007 or 2010 Introduction, or permission of instructor or computer coordinator. CEUs: 1.8

Course # , Date(s) Time
MA33115, 09/23/15, 9:00 AM to 4:00 PM 09/30/15, 9:00 AM to 4:00 PM 10/07/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor: Lori Dolce
Fee: 285
Notes: Course meets 9/23, 9/30 and 10/7.

Access 2010: Introduction

Whether you are new to Access or use a previous version, learn how Access 2010 allows you to build databases faster and easier than before. Students learn the basics of tables, field definitions, data entry forms, queries and reports. Learn how to customize the Access interface to best suit your needs. Students learn the new features of version 2010. Although this course uses Access 2010 software, 2007 and 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Students are eligible for free Access 2010 software.

Required text: None

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

Course # , Date(s) Time
MA33116, 09/16/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor:
Lori Dolce
Fee:
95
Notes:

Access 2013: Intermediate

Using Application Parts as well as fields, create a multi-table database containing a relationship and learn the significance of relationships in databases. Create select queries, data entry forms, navigation forms and discover how form layout is similar to report layout. Utilize built-in tools to split databases, find and replace data, attach and detach documents, import data, and more. Understand the differences between the templates and Web templates. Although this course uses Access 2013 software, 2007 and 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on the Welcome page in the State In-Service Training Program Course Catalog.

Required text: None

Prerequisite: Access 2007, 2010 or 2013 Introduction, or permission of instructor or computer coordinator. CEUs: 1.8

Course # , Date(s) Time
MA33117, 10/21/15, 9:00 AM to 4:00 PM 10/28/15, 9:00 AM to 4:00 PM 11/04/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor:
Lori Dolce
Fee:
285
Notes:
Course meets 10/21, 10/28 and 11/4.

Access 2013: Introduction

Learn the new features in Access 2013 and enjoy how much faster you can build databases in this program. Start with learning how to create tables, the laws of field definitions, create a simple data entry form, filter records with queries and print the data to a report. Learn how to customize the Access interface to best suit your needs. Although this course uses Access 2013 software, 2007 and 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows. Students are eligible for free Access 2013 software.

Required text: None

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

Course # , Date(s) Time
MA33118, 10/14/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor:
Lori Dolce
Fee:
95
Notes:

Access: Advanced

Explore multi-criteria Parameter queries as well as the many types of Action queries. Build AutoKey and AutoExec macros. Import and export data, explore XML and CSV file formats, and save an object to an XPS file. Students will learn object dependencies, using the Linked Table manager, linking to Excel; procedures to ensure proper database management, such as analyzing, splitting, converting, protecting and backing up databases; and use Access with Outlook. Although this course uses Access 2013 software, 2007 and 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on the Welcome page in the State In-Service Training Program Course Catalog.

Required text: None

Prerequisite: Access 2007, 2010 or 2013 Intermediate, or permission of instructor or computer coordinator. CEUs: 0.6

Course # , Date(s) Time
MA33119, 11/18/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor:
Lori Dolce
Fee:
95
Notes:

Adobe Acrobat Pro 101

Master the skills of making electronic forms and PDFs with Adobe Acrobat and learn the basics of how to navigate and organize PDF documents. In this class, you will learn how to create a PDF document with Adobe Acrobat, as well as how to create and modify PDF content by rearranging, editing, and formatting existing text. Techniques on how to add headers, footers, watermarks, backgrounds, as well as multimedia content, including audio and video files will also be covered.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33175, 09/21/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 617
Instructor:
Michael Montgomery
Fee:
95
Notes:

Adobe Acrobat: In-Depth

Explore the Acrobat XI interface and learn the many ways to customize it to suit your needs. Create Adobe PDF files from Word, Excel, e-mails or web pages while maintaining formatting and fonts. Use a variety of tools to edit, combine pages, place graphics, import and export content and assign security. Create electronic forms for easy, secure distribution, collaboration, and data collection. Create interactive text fields, check boxes, drop-down menus and more! Students are requested to bring a 4 GB flash drive to class.

Required text: Included in course fee.

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

Course # , Date(s) Time
MA33122, 10/16/15, 9:00 AM to 4:00 PM 10/23/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B220
Instructor:
Kathleen Smits
Fee:
250
Notes:
Course meets 10/16 and 10/23.

Adobe Dreamweaver In-Depth

Do you want to learn how to create and support a website? This course will cover how to develop and design an easily maintained website with mobile and tablet flexibility in Adobe Muse, as well as the Dreamweaver interface, the meaning of HTML codes/tags, creating and modifying web pages, linking web pages using text and graphic links, uploading files, Cascading Style Sheets and its coding rules, how to create and modify CSS to speed site maintenance, and much more! The fundamental skills learned in this class will enable you to use other website applications and other web designer applications. Students are requested to bring a 4 GB flash drive.

Required text: None

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

Course # , Date(s) Time
MA33123, 11/13/15, 9:00 AM to 4:00 PM 11/20/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B220
Instructor: Kathleen Smits
Fee: 190
Notes: Course meets 11/13 and 11/20.

Adobe Photoshop: In-Depth (PC)

Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs using Photoshop's non-destructive color adjustments and retouching capabilities inside Photoshop and Camera Raw. Topics include: layers; selections; using color and transparency in blend modes; adjusting images to improve quality/suitability for intended publication; advanced image editing; design; web and print skills with compositing; color management and type controls. Through demonstration and hands-on exercises taught by a Media Arts professional, you will create exciting and amazing images using some of this program's limitless capabilities. Students should bring a 4 GB flash drive for the course.

Required text: Included in course fee.

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

Course # , Date(s) Time
MA33124, 09/18/15, 9:00 AM to 4:00 PM 09/25/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B220
Instructor: Kathleen Smits
Fee: 250
Notes: Course meets 9/18 and 9/25.

Beyond the Basics of Word

In this course, students will further build on the skills beyond the basics of Microsoft Word. Students will learn to use styles and outlines, and how to format tables. Then they will insert SmartArt diagrams, work with shapes, and format text graphically. They will also learn how to format a document by adding sections, columns, and design elements such as watermarks and themes. In addition, they will use Track Changes and prepare documents for sharing and exporting. Finally, students will learn how to work with fields and perform a mail merge.

Required text: None

Prerequisite: Basic knowledge of Microsoft Word CEUs: 0.6

Course # , Date(s) Time
TX33106, 09/22/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Comp. Lab
Instructor: Jan Gyurko
Fee: 95
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Beyond the Basics of Word - Part 2

This course covers intermediate to advanced skills and concepts needed to use Microsoft Word productively and efficiently. Students will learn to add interactive elements such as forms and content from other applications and to save a file as a web page. Then they will learn how to use document references such as situations, indexes, and tables of contents. Next, they will learn to work more efficiently in Word by customizing the ribbon, creating macros, using building blocks, and inserting subdocuments. In addition, students will learn to record and copy macros, to create and modify VBA modules, and to control Word objects in the Visual Basic Environment.

Required text: None

Prerequisite: Beyond the Basics of Word CEUs: 0.6

Course # , Date(s) Time
TX33108, 09/29/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Comp. Lab
Instructor: Jan Gyurko
Fee: 95
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Certified Ethical Hacking Exam Certification - NEW!

This course will immerse students through an interactive environment to be shown how to scan, test, hack and secure their own systems. This lab intensive approach will provide each student with in-depth knowledge and practical experience using the current essential security systems. Students will begin by learning how perimeter defenses work and then be led into scanning and attacking their own networks (no real network is harmed during the process). Students will then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. Students will leave this intensive 5-day class with hands-on understanding and experience in Ethical Hacking. This course will prepare students for the EC-Council ANSI accredited Certified Ethical Hacker exam 312-50.

Required text: Included in course fee.

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

Course # , Date(s) Time
MA33150, 10/05/15, 9:00 AM to 4:00 PM 10/06/15, 9:00 AM to 4:00 PM 10/07/15, 9:00 AM to 4:00 PM 10/08/15, 9:00 AM to 4:00 PM 10/09/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor: Jayson Ferron
Fee: 1500
Notes: This course meets for 5 sessions.

Cloud Com-put-ing

"noun The practice of using a network of remote servers hosted on the Internet to store, manage, and process data, rather than a local server or a personal computer." If a dictionary definition doesn't cut it for you, this class will! Get up and running on your own clouds: Google Drive, Dropbox, iCloud, OneDrive and more. This class will explain what cloud computing is and how it works and will even get you started with your own accounts! Use online apps (which are free) to create and store documents, spreadsheets and presentations without having to buy expensive software for your computer. Then access them from other computers, tablets, pads and phones that have Internet connections. We'll even look at collaborating and sharing files and answering your questions.

Required text: None

Prerequisite: Basic computer skills. CEUs: 0.6

Course # , Date(s) Time
CA33193, 12/11/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 617
Instructor: Jan Gyurko
Fee: 95
Notes:

Creating Electronic Forms with Word and Google Drive Forms

In this digital era, electronic forms are a must. There are many programs available that you can use for this purpose. In this workshop you will learn about two of these programs: Google Drive and Microsoft Word. Google Drive Forms is a free form creation/data collection tool. You can create registrations, prepare polls, collect contact information, and more. With a wide array of themes and the possibility of using your own pictures or logos, you can customize your forms any way you want. Let others help you, by adding collaborators. Add random questions, question skipping, and YouTube videos. Invite an unlimited number of respondents by sharing the URL or emailing an embedded form. Analyze the responses that are collected automatically from your forms with Google Sheets and charts. For the second part of the workshop, you will learn how to create forms from scratch in Microsoft Word 2013. Create user-friendly forms that can be completed electronically and saved by the end-user. You will learn about Templates, which are pre-made documents that you can customize.

Required text: None

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

Course # , Date(s) Time
CA33191, 12/18/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 613
Instructor: Jan Gyurko
Fee: 95
Notes:

Creating Forms/Templates with Adobe Acrobat Pro & MS Word

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 electronically. You can design a new form from scratch, convert a MS Word form to PDF, or scan a paper form and create a new electronic form from it. MS Word allows you to create electronic forms that the end-user can fill out on their computer, save it and return it electronically. You can create a form by starting with a new template, or download one, and adding content controls, including check boxes, text boxes, date pickers, and drop-down lists.

Required text: None

Prerequisite: Basic computer skills and knowledge of MS Word. CEUs: 0.6

Course # , Date(s) Time
NV33066, 09/25/15, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, NVCC, TBD
Instructor: Teresa Smith
Fee: 95
Notes:

Database Concepts

This course combines a discussion of relational concepts with a presentation of the features and capabilities of the Oracle relational database management system. A brief introduction to SQL is provided to illustrate major points. The course provides the student with a foundation in the fundamental concepts of the relational database model as implemented in the Oracle RDBMS product. Discussion will also include advanced features of Oracle to support a very large database (VLDB) or to exploit object-oriented capabilities of the DBMS.

Required text: None

Prerequisite: Basic Windows, keyboard and mouse skills. Familiarity with spreadsheet operation helpful. CEUs: 0.6

Course # , Date(s) Time
MA33125, 09/15/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor:
Timothy Hartley
Fee:
95
Notes:

Excel - Beyond the Basics

Make your work-life easier with this all new intermediate level MS Excel course. Learn to use Excel's database features, subtotals and record macros to automate repeated tasks. Understand how to create, modify and manipulate charts. Convert text to columns and TRIM leading spaces. Explore templates, protecting your worksheets and troubleshooting error messages. Collaborate with others by sharing workbooks, tracking changes, comparing and merging worksheets and Pivot Tables and Charts.

Required text: None

Prerequisite: Basic Excel knowledge. CEUs: 0.6

Course # , Date(s) Time
TX33109, 10/06/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Comp. Lab
Instructor:
Jan Gyurko
Fee:
95
Notes:
Course location: 430 North Main Street, Bristol, CT 860 314-4700

Excel 2010: Intermediate

The skills taught in this accelerated course build upon the fundamentals presented in Excel Introduction. Concepts include how to navigate through a worksheet; print, personalize an environment; construct cell data; apply autofill; apply and manipulate hyperlinks and cell formats; merge or split cells; create row and column titles; hide and unhide rows and columns; manipulate page setup options for worksheets; Solver, Goal Seek, Scenarios; create and apply cell styles; manipulate window and workbook views; create and revise formulas; enforce precedence; apply cell references, named ranges, cell ranges and condition logic in formulas; create charts based on worksheet data; apply and manipulate illustrations; create and modify images by using the Image Editor; apply Sparklines; share spreadsheets by using Backstage; manage comments; filter data, sort data, SumIf and SumIfs family of functions; and apply conditional formatting. Although this course uses Excel 2010 software, 2007 and 2010 are very similar. Questions regarding 2007 will be addressed as time allows.

Required text: None

Prerequisite: Excel 2007 or 2010 Introduction, or permission of instructor or computer coordinator. CEUs: 1.8

Course # , Date(s) Time
MA33126, 09/29/15, 9:00 AM to 4:00 PM 10/06/15, 9:00 AM to 4:00 PM 10/13/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor:
Gayle Pignone
Fee:
285
Notes:
Course meets 9/29, 10/6 and 10/13.

Excel 2010: Introduction

Excel 2010 Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Concepts include how to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulae and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Although this course uses Excel 2010 software, 2007 and 2010 are very similar. Questions regarding 2007 will be addressed as time allows.

Required text: None

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

Course # , Date(s) Time
MA33127, 09/15/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor:
Gayle Pignone
Fee:
95
Notes:

Excel 2013 Intermediate

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, what are database features, work with multiple sheets, charting, Macros, and protection. Bring an USB flash drive to class.

Required text: None

Prerequisite: Basic Excel skills. CEUs: 0.6

Course # , Date(s) Time
CA33188, 10/30/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 613
Instructor: Jan Gyurko
Fee: 95
Notes:

Excel 2013: Advanced Functions

This class will feature setting up and using multiple sheets, 3D formulas, linking to other spreadsheets, protection, absolute references, and charting along with pivot tables, database features (sorting, filtering), and selected functions such as financial, lookups, if statements, counting, and text conversions. Bring a USB flash drive to class.

Required text: None

Prerequisite: Basic Excel skills CEUs: 0.6

Course # , Date(s) Time
CA33190, 11/17/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 613
Instructor: Jan Gyurko
Fee: 95
Notes:

Excel 2013: Data and Functions

This comprehensive course on data handling will ensure that you are tapping the full power of Excel. Features to be examined include data sorting and filtering, everyday shortcuts, setting iterative calculation options, intentional circular references, recursion, solving simultaneous equations, enabling or disabling automatic workbook calculation, 3D formulas, SERIES formula, animating a chart using iteration, what-if analysis, using Logical, Lookup, Custom, Statistical, Date and Time, Financial, Text, Cube, and Megaformula functions, import/export of tables, and analyzing statistics. Managing information in tables and using pivot table reports, conditional formatting, data validation, formula auditing and simple macro creation will also be addressed to provide what no frequent user should go without. Although this course uses Excel 2013 software, 2007 and 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows.

Required text: None

Prerequisite: Excel 2007, 2010 or 2013 Introduction, or permission of instructor or computer coordinator. CEUs: 1.2

Course # , Date(s) Time
MA33128, 11/24/15, 9:00 AM to 4:00 PM 12/01/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor:
Dorothy Weiner
Fee:
190
Notes:
Course meets 11/24 and 12/1.

Excel 2013: Getting Started

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.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33184, 10/23/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 613
Instructor:
Jan Gyurko
Fee:
95
Notes:

Excel 2013: Intermediate

Using Microsoft's latest release of their leading spreadsheet software, this accelerated course builds upon the fundamentals presented in Excel 2013 Introduction. Concepts include how to navigate through a worksheet; print, personalize an environment; construct cell data; apply autofill; apply and manipulate hyperlinks and cell formats; merge or split cells; create row and column titles; hide and unhide rows and columns; manipulate page setup options for worksheets; Solver, Goal Seek, Scenarios; create and apply cell styles; manipulate window and workbook views; create and revise formulas; enforce precedence; apply cell references, named ranges, cell ranges and condition logic in formulas; create charts based on worksheet data; apply and manipulate illustrations; create and modify images by using the Image Editor; apply Sparklines; share spreadsheets by using Backstage; manage comments; filter data, sort data, SumIf and SumIfs family of functions; and apply conditional formatting. Although this course uses Excel 2013 software, 2007 and 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on the Welcome page in the State In-Service Training Program Course Catalog.

Required text: None Prerequisite: Excel 2007, 2010 or 2013 Introduction, or permission of instructor or computer coordinator. CEUs: 1.8

Course # , Date(s) Time
MA33151, 11/03/15, 9:00 AM to 4:00 PM 11/10/15, 9:00 AM to 4:00 PM 11/17/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor:
Dorothy Weiner
Fee:
285
Notes:
Course meets 11/3, 11/10 and 11/17.

Excel 2013: Introduction

Excel 2013 Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Using Microsoft's Excel 2013 version of their renown spreadsheet software, students will learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulae and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Although this course uses Excel 2013 software, versions 2007 and 2010 are similar. Questions regarding versions 2007 and 2010 will be addressed as time allows.

Required text: None Prerequisite: Basic Windows, keyboard and mouse skills. CEUs: 0.6

Course # , Date(s) Time
MA33152, 10/27/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor:
Dorothy Weiner
Fee:
95
Notes:

Excel From the Ground Up

Designed for the new user or for those who simply enter data into someone else's spreadsheets - Excel From the Ground Up will give you a solid basis of how Excel works. Topics include: entering different types of data, working with numbers, selecting and editing cells and ranges, cut, copy & paste, formulas & functions, formatting and charts. A basic understanding of using a computer is a must!

Required text: None

Prerequisite: Basic understanding of computer use. CEUs: 0.6

Course # , Date(s) Time
TX33105, 09/15/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Comp. Lab
Instructor: Jan Gyurko
Fee: 95
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Excel: Advanced

This hands-on one-day intensive course integrates the features of Excel in real-world scenarios and provides a detailed overview of a wide range of Excel topics. Areas of interest will include more complex formulas; (including single and multi-cell arrays); alternative data sets; merging workbooks and setting Track Changes options; templates; pivot tables in-depth (with additional info about Slicers); pivot charts; trace macros; running a macro when a workbook is open; running a macro when a button is clicked; recording an action macro; assigning a macro to a command button; creating a custom macro button on the Quick Access Toolbar; applying modifications to a macro; insert and manipulate form controls; and VBA custom functions. Although this course uses Excel 2013 software, 2007 and 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on the Welcome page in the State In-Service Training Program Course Catalog.

Required text: None

Prerequisite: Excel 2007, 2010 or 2013 Intermediate, or permission of instructor or computer coordinator. CEUs: 0.6

Course # , Date(s) Time
MA33153, 12/08/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor: Dorothy Weiner
Fee: 95
Notes:

Improve Your Website Search Engine Ranking

Is your website doing what you want it to do? In this course, you will learn how search engines and other factors can influence search rankings, and create strategies to optimize your website. With web analytics, you will learn how to evaluate the success of your website, identify its strengths and weaknesses, and discover how to move beyond clickstream analysis. Qualitative data and insights and techniques to develop a customer-centric mindset without sacrificing your company's bottom line will also be discussed.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA33176, 11/16/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 613
Instructor:
Michael Montgomery
Fee:
95
Notes:

Intermediate Access 2010

This class will cover the next level of Access functionality including: Creating basic forms, practice editing and designing forms Query, designing Reports, designing and editing Linking tables to each other. The basics of Macros Using the Macro Editor VBA and the VBA Editor.

Required text: None

Prerequisite: Beginner Microsoft Access 2010. You should be familiar with creating tables, running queries and the basics of Access. CEUs: 0.6

Course # , Date(s) Time
TX33114, 10/15/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Comp. Lab
Instructor:
Amy Blackwood
Fee:
95
Notes:
Course location: 430 North Main Street, Bristol, CT 860 314-4700

Intermediate Microsoft Excel 2013

Take your basic Excel skills to the next level, while working faster and more productively. In this six-hour, hands-on workshop you will learn how to use some of Excel 2013's powerful tools. After completing this course, you will know how to create and manage links between workbooks; apply special and custom number formats; and create and manage styles. Students will learn to create an outline; consolidate data, utilize the subtotals capability; and define and apply range names. The course also covers sorting and filtering using complex criteria; creating more complex charts; using Excel's powerful auditing feature; and creating and managing templates.

Required text: Textbook included.

Prerequisite: Successful completion of the Introduction to Excel 2013 course or equivalent and familiarity with Windows 8.1. CEUs: 0.6

Course # , Date(s) Time
TR33228, 10/26/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TR, Three Rivers CC, Room B118
Instructor: Gina Laudone
Fee: 120
Notes:

Intro to Cloud Computing

What is Cloud Computing? What is Google Drive or Dropbox or iCloud or Skydrive? Would you like to be able to save documents, spreadsheets and presentations and always have the latest and most updated software without the cost of upgrades? Would you like to be able to easily access your files from anywhere? Would you like to be able to collaborate and share files or have multiple people edit a document without ending up with all those confusing copies? Sign up to see how it all works and walk away having accounts all set up and hands-on experience with computing in the cloud. Guaranteed to be lively, interactive, informative and fun!

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX33111, 12/01/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol, Comp. Lab
Instructor: Jan Gyurko
Fee: 95
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Introduction to Microsoft Access 2013

This six-hour introductory course will provide you with the basic features of Microsoft Access 2013. After an introduction to database concepts and the Access environment, students will learn how to design and create a database. This will include working with tables, fields and records; sort and filter data; and set field properties and data entry rules. Students will also learn to create queries, forms and reports.

Required text: Textbook included.

Prerequisite: Students taking this workshop should be familiar with personal computers, the use of a keyboard, mouse and Windows 7. CEUs: 0.6

Course # , Date(s) Time
TR33215, 10/19/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TR, Three Rivers CC, Room B118
Instructor:
Gina Laudone
Fee:
120
Notes:

Introduction to Microsoft Excel 2013

This instructor led, six-hour introductory course will provide you with the basic features of Microsoft Excel 2013. You will learn about the following topics using a hands-on approach: spreadsheet terminology; Excel's window components and how to navigate through worksheets and workbooks. Students will learn how to enter and edit text, values and formulas. How to move and copy data will also be covered; work with relative and absolute references; and working with ranges, rows and columns. The course also covers simple functions; basic formatting techniques; creating and modifying charts; and printing.

Required text: Textbook is included.

Prerequisite: Be familiar with computers, the use of a keyboard, mouse and Windows 8.1. CEUs: 0.6

Course # , Date(s) Time
TR33213, 09/21/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TR, Three Rivers CC, Room B118
Instructor:
Gina Laudone
Fee:
120
Notes:

Introduction to Microsoft Word 2013

In this six-hour course students will use the 2013 version of Microsoft Word to learn how to enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. You will also create tables, insert headers and footers, proof and print documents, and insert graphics.

Required text: Textbook included.

Prerequisite: Be familiar with personal computers, the use of a keyboard, mouse and Windows 8.1 CEUs: 0.6

Course # , Date(s) Time
TR33214, 09/28/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TR, Three Rivers CC, Room B118
Instructor:
Gina Laudone
Fee:
120
Notes:

Making The Most of Windows

Windows7 is filled with new features and enhancements. Find out how to use Gadgets, Snap, Peek, shake and Flip! Plus, learn to customize Windows 7 to work for you! Put the items you use every day on your Task Bar or in your Start Menu. Create a Library for a project you're working on or add items to Favorites to make access faster. Also, get a better understanding of files and where they go. Learn renaming, moving, organizing, and finding files in the Documents folder as well as copying files to and from outside sources such as a server or flash drive. This course is a must to make your office work easier and less complex.

Required text: None

Prerequisite: Basic Computer knowledge. CEUs: 0.6

Course # , Date(s) Time
TX33110, 10/08/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol , Comp. Lab
Instructor:
Jan Gyurko
Fee:
95
Notes:
Course location: 430 North Main Street, Bristol, CT 860 314-4700

Microsoft OneNote: Introduction

Microsoft OneNote can help you organize all of your notes into one easy to use location, putting an end to scattered information and the frustration of searching for necessary details. OneNote notebooks can be accessed by multiple devices, and can include embedded or linked files. By the end of this course, you will be able to create a Notebook, enter and format notes, embed content, efficiently organize and search notes, integrate OneNote with Outlook tasks and meeting notes, and collaborate with others through shared Notebooks.

Required text: None

Prerequisite: Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful. CEUs: 0.6

Course # , Date(s) Time
MA33129, 10/20/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor:
Gayle Pignone
Fee:
95
Notes:

Microsoft Project: In-Depth

Learn the major features of Microsoft Project 2013, the world's most popular project management tool. Students will learn how to develop project plans and define tasks and resources. Students will detail, track and report the progress of projects. Skills learned in the course include creating task lists, durations, phases; linking tasks, documenting tasks and project plans; setting up resources, capacity, cost pay rates, documenting; assigning resources to tasks, scheduling, applying cost resources to tasks; sharing your plan, Gantt Charts, Timeline views, reporting; tracking progress on tasks, project baselines, task completion percentage; troubleshooting time, schedule, cost, resource, scope of work problems. Students are eligible to receive free Microsoft Project 2013 software.

Required text: Included in course fee.

Prerequisite: Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful. CEUs: 1.2

Course # , Date(s) Time
MA33130, 09/28/15, 9:00 AM to 4:00 PM 10/05/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor:
Gayle Pignone
Fee:
220
Notes:
Course meets 9/28 and 10/5.

Microsoft SQL Server 2012 In-Depth

This in-depth training will provide students with the knowledge and skills needed to understand the concepts behind relational database systems, data structure design, the SQL query language, and basic SQL Server Database Management. Students will gain a firm understanding of how relational database systems work, proper database design, database optimization, the SQL query language, and basic SQL Server Database Administration. The SQL Server Administration skills include installation and configuration of a working SQL Server database, creating table spaces and files, managing security and user access, updating the database structure and data, and writing SQL queries. Students are eligible to receive free Microsoft SQL Server 2012 software.

Required text: None

Prerequisite: Database Introduction course or familiarity with databases. CEUs: 1.2

Course # , Date(s) Time
MA33131, 10/29/15, 9:00 AM to 4:00 PM 11/05/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor: George Pillar
Fee: 190
Notes: Course meets 10/29 and 11/5.

Microsoft SQL Server 2012: Queries Introduction - NEW!

This two-day course will cover querying MS SQL Server 2012. We will work with SQL Server Management Studio. Students will learn to: create and organize T-SQL scripts that include sets and predicates; T-SQL querying; querying multiple tables with joins, sorting and filtering data, identifying different data types in MS SQL Server 2012; using DML to modify data, built-in functions, grouping and aggregating data, using sub-queries, set operators, table expressions and the union operator. Students are eligible for free Microsoft SQL Server 2012 software.

Required text: None

Prerequisite: Database Introduction course or familiarity with databases. CEUs: 1.2

Course # , Date(s) Time
MA33132, 11/12/15, 9:00 AM to 4:00 PM 11/19/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor: George Pillar
Fee: 190
Notes: Course meets 11/12 and 11/19.

Oracle 11g: Forms Developer - NEW!

In this course, students build, test, debug, and deploy interactive Internet applications using Oracle Forms Developer 11g. Through lectures, demonstrations, and workshops, students will learn how to perform the following: customize forms with user input items such as check boxes, list items, radio groups, and pluggable Java Components; integrate Java into Forms applications by using JavaBeans; control navigation, data access, validation, and transactions through event-related triggers; display Forms elements and data in multiple canvases and windows; create form modules; display form modules in multiple windows using a variety of layout styles; implement triggers; reuse objects and code and link one form module to another. Target Audience: analysts and application developers responsible for the development or maintenance of application systems which access an Oracle database.

Required text: None

Prerequisite: Oracle SQL & SQL*Plus and Oracle PL/SQL Programming and familiarity with principles of Graphical User Interface (GUI) design or consent of the instructor. CEUs: 3

Course # , Date(s) Time
MA33134, 09/28/15, 9:00 AM to 4:00 PM 09/29/15, 9:00 AM to 4:00 PM 09/30/15, 9:00 AM to 4:00 PM 10/01/15, 9:00 AM to 4:00 PM 10/02/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor: Timothy Hartley
Fee: 650
Notes: This course meets for 5 sessions.

Oracle 11g: Reports Developer - NEW!

In this course, students learn how to design and build a variety of standard and custom Web and paper reports using Oracle 11g Reports Developer. Working in the declarative environment of Reports Builder, students learn how to retrieve, display, and format data from different data sources in a variety of reporting styles. Students will learn to: Add dynamic data to an existing HTML page; Use report parameters and customize a runtime parameter form; Enhance reports using graphs and PL/SQL trigger code; Maximize report performance using Oracle, AS Reports Services and tune reports; Publish a report on the Web and build reports to run in various languages; Manage report templates, create mailing labels and letters; Identify the main components in a report document and how they are related; Identify the differences between Web and paper reports; Identify standard report design styles and run existing reports to various output destinations; Create and modify basic tabular reports and high quality Web reports; Create other report styles such as break reports and matrix reports; Create reports by accessing data from various data sources.

Required text: None

Prerequisite: Oracle 11g SQL & SQL*Plus and Oracle 11g PL/SQL Programming or consent of instructor. CEUs: 3

Course # , Date(s) Time
MA33133, 11/30/15, 9:00 AM to 4:00 PM 12/01/15, 9:00 AM to 4:00 PM 12/02/15, 9:00 AM to 4:00 PM 12/03/15, 9:00 AM to 4:00 PM 12/04/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA , Learning Resource Center , LRC B142
Instructor: Timothy Hartley
Fee: 650
Notes: This course meets for 5 sessions.

Oracle SQL: Introduction

From an examination of single table operations, to the complexities of accessing multiple tables using joins or sub queries, this course provides a thorough introduction to interactive SQL. Explore SQL Developer and SQL*Plus tools including data retrieval, multi-table, and data-manipulation operations, security (GRANT/REVOKE), and several other miscellaneous SQL structures.

Required text: None

Prerequisite: Basic Windows, keyboard and mouse skills. Database Concepts course, or permission of computer coordinator. CEUs: 1.8

Course # , Date(s) Time
MA33135, 09/16/15, 9:00 AM to 4:00 PM 09/17/15, 9:00 AM to 4:00 PM 09/18/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor:
Timothy Hartley
Fee:
285
Notes:
Course meets 9/16, 9/17 and 9/18.

Outlook: In-Depth

From basic e-mail features to advanced calendaring options, the skills taught in this all-encompassing two-day course are: managing messaging (e-mails, signatures, automation, attachments, importance, security and delivery); managing scheduling (appointments, meetings, recurring events, requests, responses, custom calendar settings, sharing calendars); managing tasks (create, modify, mark, assign, update, respond); managing contacts (personal, electronic business cards, distribution lists, address books); and organizing information (categories, data files, folders, search, rules and customizing). Although this course uses Outlook 2013 software, Outlook 2010 is very similar. Questions regarding 2010 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on the Welcome page in the State In-Service Training Program Course Catalog.

Required text: None

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

Course # , Date(s) Time
MA33136, 10/15/15, 9:00 AM to 4:00 PM 10/22/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor:
Dorothy Weiner
Fee:
190
Notes:
Course meets 10/15 and 10/22.

PC Maintenance

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

Required text: None

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

Course # , Date(s) Time
MA33137, 10/15/15, 9:00 AM to 4:00 PM 10/22/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor:
Bruce Manning
Fee:
190
Notes:
Course meets 10/15 and 10/22.

PHP & MySQL Introduction: How to Create Web Forms and Capture Information

PHP & MySQL are popular, open-source technologies that are ideal for quickly developing database-driven Web applications. This intensive, hands-on course introduces the 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.

Required text: Included in course fee.

Prerequisite: Basic Windows, keyboard and mouse skills; knowledge of basic database concepts is recommended. Programming and HTML experience highly recommended. CEUs: 1.2

Course # , Date(s) Time
MA33138, 10/16/15, 9:00 AM to 4:00 PM 10/23/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor:
George Pillar
Fee:
240
Notes:
Course meets 10/16 and 10/23.

PowerPoint: In-Depth

Create and modify SmartArt diagrams; convert text to SmartArt; customize slide masters; add elements to slide masters; add and link existing content to presentations; apply, customize, modify, and remove animations; insert illustrations and shapes; insert and modify charts; insert and modify tables; secure, share and protect presentations; prepare printed materials; and rehearse presentation delivery. Although this course uses PowerPoint 2013 software, 2010 and 2007 are very similar. Questions regarding 2010 or 2007 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on the Welcome page in the State In-Service Training Program Course Catalog.

Required text: None

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

Course # , Date(s) Time
MA33139, 10/01/15, 9:00 AM to 4:00 PM 10/08/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor: Dorothy Weiner
Fee: 190
Notes: Course meets 10/1 and 10/8.

QuickBooks: Basics and Beyond

Discover the most effective methods for accomplishing essential business tasks and customizing QuickBooks. We will explore best practices for tracking finances; managing payroll; processing invoices; controlling inventory; managing sales and expenses; and maximizing the software's other features. Topics include getting started; how to properly set up your accounts, customers, jobs, and invoice items quickly; following the money; how to track everything from billable time and expenses to income and profit; keeping your company financially fit with methods to examine budgets and actual spending, income, inventory, assets, and liabilities; spending less time on bookkeeping and learning how to use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets; finding key info fast using QuickBooks' search and find functions, as well as the vendor, customer, inventory, and employee centers; exchanging data with other programs, moving data between QuickBooks, Microsoft Office, and other programs.

Required text: Included in course fee.

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

Course # , Date(s) Time
MA33140, 11/04/15, 9:00 AM to 4:00 PM 11/18/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor: Charles Schwartz
Fee: 225
Notes: This course meets for 2 sessions. Does not meet 11/11/15.

Security+ Certification Preparation - NEW!

CompTIA Security+ (Exam SY0-401) is the primary course you will need to take if your job responsibilities include securing network services, devices, and traffic in your organization. You can also take this course to prepare for the CompTIA Security+ certification examination. In this course, you will build on your knowledge of and professional experience with security fundamentals, networks, and organizational security as you acquire the specific skills required to implement basic security services on any type of computer network.

Required text: Included in course fee.

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

Course # , Date(s) Time
MA33141, 09/14/15, 9:00 AM to 4:00 PM 09/15/15, 9:00 AM to 4:00 PM 09/16/15, 9:00 AM to 4:00 PM 09/17/15, 9:00 AM to 4:00 PM 09/18/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B211
Instructor: Jayson Ferron
Fee: 700
Notes: This course meets for 5 sessions.

Server Virtualization with Windows Server Hyper-V and System Center (MS Specialist Path) - NEW!

This course aligns with skills required for the Microsoft Associate certification. The skills covered in this course include evaluating the environment for virtualization; installing and configuring Hyper-V; create and configure virtual machine (VM) settings; configure dynamic memory; configure smart paging; configure Hyper-V virtual switches; optimize network performance; configure MAC addresses; configure network isolation; configure synthetic and legacy virtual network adapters; configure and manage virtual machine high availability; implement a server virtualization infrastructure; and monitor and maintain a server virtualization infrastructure.

Required text: Included in course fee.

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

Course # , Date(s) Time
MA33142, 10/26/15, 9:00 AM to 4:00 PM 10/27/15, 9:00 AM to 4:00 PM 10/28/15, 9:00 AM to 4:00 PM 10/29/15, 9:00 AM to 4:00 PM 10/30/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor: Jayson Ferron
Fee: 1250
Notes: This course meets for 5 sessions.

Visio: Introduction

This course teaches the basic functions and features of Visio Professional 2013. Students will learn how to use stencils, scale and resize objects, draw basic shapes, manipulate compound lines, and distribute and group objects. Students will also learn how to create diagrams, work with text, format shapes and lines, and apply a background page. Students are eligible to receive free Visio 2013 software.

Required text: Included in course fee.

Prerequisite: Basic Windows, keyboard and mouse skills; working knowledge of Word, Excel, Access, PowerPoint and Outlook. CEUs: 0.6

Course # , Date(s) Time
MA33143, 12/02/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor: Bruce Manning
Fee: 125
Notes:

VMware vSphere 5.5 with ESXi and vCenter Server

This powerful 5-day class is an intense introduction to virtualization using VMware's vSphere 5.5 including VMware ESX 5.5 and vCenter. Assuming no prior virtualization experience, this class starts with the basics and rapidly progresses to more advanced topics. More than 40% of class time is devoted to labs so concepts, skills, and best practices are developed and reinforced. Initial labs focus on installation and configuration of stand-alone ESXi servers. As the class progresses, shared storage, networking and centralized management are introduced. The class continues on to more advanced topics including resource balancing, high availability, back-up and recovery, troubleshooting and more. Disaster recovery, rapid deployment, hot migration and workload consolidation are also covered. This class is unique in its approach; which is to identify common IT pain points and then clearly explain and demonstrate how virtualization delivers clear, tangible benefits (e.g.: reduced costs, greater consistency, responsiveness, reduced administration, server consolidation, etc.). Each topic is presented from the perspective of delivering key business value; not just the technical or mechanical aspects of the software. By the end of the class, attendees will have learned the benefits, skills, and best practices of virtualization. Attendees will be able to design, implement, deploy, configure, monitor, manage and troubleshoot VMware vSphere 5.5.

Required text: Included in course fee.

Prerequisite: Attendees should have user, operator or administrator experience on common operating systems such as Microsoft Windows, Linux, UNIX, etc. Experience installing, configuring and managing operating systems, storage systems and or networks are useful but not required. We assume that all attendees have a basic familiarity with PC server hardware, disk partitioning, IP addressing, O/S installation, and networking. CEUs: 3

Course # , Date(s) Time
MA33144, 11/16/15, 9:00 AM to 4:00 PM 11/17/15, 9:00 AM to 4:00 PM 11/18/15, 9:00 AM to 4:00 PM 11/19/15, 9:00 AM to 4:00 PM 11/20/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA , Learning Resource Center , LRC B211
Instructor:
Jayson Ferron
Fee:
1250
Notes:
This course meets for 5 sessions.

Windows 10: Preview

In this session we will show you what is new with the latest Microsoft operating system, Windows 10. Topics will include what has changed on the desktop in Windows 10 (client version), including a new desktop, start menu, and other features that will be demonstrated. We will also reveal Windows 10 (server version) and its features. Presentation style format.

Required text: None

Prerequisite: None CEUs: 0.3

Course # , Date(s) Time
MA33145, 10/13/15, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor: Jayson Ferron
Fee: 50
Notes:

Windows 8: Introduction

Windows 8 is one of Microsoft's new operating systems for desktop computers, laptops, tablets and phones, and it is taking the market by storm. This class will introduce you to Windows OneDrive, MS store, and tile features, as well as the basic features of an operating system. Whether for home or office use, students will leave with a new confidence and familiarity of Windows 8. Students are eligible for free Microsoft Windows 8 software.

Required text: None

Prerequisite: Basic keyboard and mouse skills recommended. CEUs: 0.3

Course # , Date(s) Time
MA33146, 10/13/15, 9:00 AM to 12:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor: Jayson Ferron
Fee: 50
Notes:

Windows Client Certification Prep (MCSA Path) - NEW!

This course aligns with the skills required for the Microsoft Certified Solution Associate certification. Students will learn to plan and perform effective preparation tasks for deploying Windows 7 clients, beginning with discussing client, hardware, and deployment lifecycles. Discussion moves to how to assess existing computing environments and licensing; assessing the computing environment by using the Microsoft Assessment and Planning Toolkit; recommending an activation strategy; assessing application compatibility in Windows 7; creating application compatibility fixes; evaluating Windows 7 deployment methods; determining the Windows 7 imaging strategy; designing standard Windows 7 images; building a reference image using Windows SIM and Sysprep; deploying Windows 7 by using Windows Deployment Services as well as other methods; migrating user states; designing, configuring, and managing the client environment; planning and deploying applications and updates to Windows 7 clients. Required text: Included in course fee.

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

Course # , Date(s) Time
MA33147, 12/07/15, 9:00 AM to 4:00 PM 12/08/15, 9:00 AM to 4:00 PM 12/09/15, 9:00 AM to 4:00 PM 12/10/15, 9:00 AM to 4:00 PM 12/11/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor: Jayson Ferron
Fee: 1250
Notes: This course meets for 5 sessions.

Word 2013 Intermediate

In this workshop, learn to work with headers and footers, templates and styles, columns and tables, mail merge, and graphical features. Bring an USB flash drive to class.

Required text: None

Prerequisite: Basic Word Skills CEUs: 0.6

Course # , Date(s) Time
CA33187, 10/16/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 613
Instructor: Jan Gyurko
Fee: 95
Notes:

Word 2013: Getting Started

Basic skills are taught in this introductory course using the new ribbon interface system for selecting tools. Learn how to create and open documents; save files in different formats and how to share files; type and edit text; cut, copy and paste; how to use templates, print documents and text formatting.

Required text: None

Prerequisite: Basic Computer Skills CEUs: 0.6

Course # , Date(s) Time
CA33185, 10/09/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital CC, Room 613
Instructor: Jan Gyurko
Fee: 95
Notes:

Word From the Ground Up

This hands-on course covers the basic skills and concepts needed to use Microsoft Word productively and efficiently. After an introduction to Word's window components, students will learn how to create, navigate and save documents. They will edit, copy and paste, and find and replace text. They will also learn how to enhance the appearance of a document by using various formatting options. In addition, they will create tables, adjust page layout, work with graphics, and proof and print documents.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX33154, 09/15/15, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol, Comp. Lab
Instructor: Jan Gyurko
Fee: 95
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Word: In-Depth

Skills taught in this in-depth course include: formatting paragraphs; inserting and modifying text boxes; creating and modifying headers and footers; learning to use tables and lists to organize content; modifying tables; merging documents and data sources; managing tracked changes; creating endnotes and footnotes, inserting a table of contents; and other useful skills. Although this course uses Word 2013 software, 2007 and 2010 are very similar. Questions regarding Word 2010 and 2007 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on the Welcome page in the State In-Service Training Program Course Catalog.

Required text: None

Prerequisite: Word 2007 or 2010 Introduction course, or permission of computer coordinator. CEUs: 1.2

Course # , Date(s) Time
MA33148, 09/17/15, 9:00 AM to 4:00 PM 09/24/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor: Dorothy Weiner
Fee: 190
Notes: Course meets 9/17 and 9/24.

WordPress Web Design: Introduction

WordPress is an easy-to-learn, easy-to-use, free content management system for creating and managing websites. Originally designed for blogs, its capabilities have expanded to creating complete websites. By the end of this course you will be able to create a template-based website, apply certain customizations, add page elements such as links, images, and videos, enhance a flexible built-in search tool for your site, and empower yourself and your colleagues to add ongoing updates. We will also discuss the wide range of additional capabilities available through free add-ins.

Required text: None

Prerequisite: Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful. CEUs: 0.6

Course # , Date(s) Time
MA33149, 11/02/15, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor: Gayle Pignone
Fee: 95
Notes:

Trade Skills

Security Officer Training: Guard Card Certification

Have you ever thought about becoming a security officer? Connecticut requires security officers to complete this 8-hour certification course, taught by a State-certified instructor. Topics include basic first aid, search and seizure, use of force, basic criminal justice, and public safety issues.

The course finishes with a one-hour examination that students must complete with a passing score of 70%. Successful candidates will be given in-class instructions of how to apply and pay for their Security Officer Identification cards. Students will also have the option of beginning the fingerprinting process in the classroom. CT law states that no person shall be approved for a license who has been convicted of a felony, any sexual offense or any crime involving honesty or integrity. To be employed as a Security Officer you must be at least 18 years of age. NOTE: Students will be required to submit 2 sets of fingerprints, 2 passport photographs, a Security Officer application as well as the class supplied completion card when they apply to the State.

Required text: None

Prerequisite: None CEUs: 0.8

Course # , Date(s) Time
MA33100, 09/15/15, 8:30 AM to 5:00 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor:
Richard Siena
Fee:
110
Notes:
This course meets 8:30 AM - 5:00 PM

Instructor Biographies

Adamson, Kenneth

Kenneth Adamson, B.A., M.A., is adjunct professor of communications at Manchester Community College and Charter Oak State College. Ken is a communications consultant and successful voice actor, composer-arranger, copywriter, and producer. His online presence has played an important role in his recent success. Ken also brings more than two decades of sales, sales management, and marketing experience to this class. Ken received his B.A. in psychology and M. A. in communications from the University of Massachusetts in Amherst.

Ahearn, Kirstin

Kirstin Ahearn founded Ahearn Ink in 1996 to provide professional writing services to agencies and businesses. Prior to starting Ahearn Ink she worked on the Nissan Automotive account at Chiat/Day Advertising in Venice, Calif. While in Los Angeles, she also held high-level positions at Rogers & Associates (working on Universal Studios, Philips Interactive, WarnerActive and Toshiba) and The Spindler Organization (working on Microsoft, IBM, Lucky Grocery Stores, and Siemens Pacemakers). Kirstin is past president of the Connecticut Chapter of the American Marketing Association and was named a Forty-Under-Forty recipient in 2000 by the Hartford Business Journal. Her work has been recognized by the Connecticut Chapter of the Association of Business Communicators, and other business groups.

Amorosino, Chris

A freelance business writer for 12+ years, Chris has devoted himself to wordsmithing. Previously, Chris has worked as the Sales Promotion Officer for an insurance company and spent more than 5 years as the Senior Editor for an international trade association.

Beckford, Stanley

Dr. Stanley Beckford aka Dr. B resides in Groton, Connecticut Dr. B served in the US Army as a Field Artillery Officer. He retired as a Lieutenant Colonel. During his career of 22 years, he has served in a variety of command and staff positions. His overseas assignments include combat tours in Afghanistan and Iraq in support of Operations Enduring and Iraqi Freedom. His various awards and decorations include the Legion of Merit, Bronze Star, the Connecticut Medal of Merit, and a Combat Action Badge. Dr. B has earned the following degrees: Doctor of Education, Ed.D University of Hartford, Hartford Connecticut; MS Organizational Management, Eastern Connecticut State University, Willimantic, Connecticut; BS Business Administration, College of Saint Rose, Albany, New York. Teaching experience (School of Continuing Education) Adjunct Instructor - Eastern Connecticut State University, Willimantic, CT, Undergraduate Courses: Management of Organizations, Human Resource Management, Organizational Behavior Business Report Writing with Microcomputer Applications. Graduate Course: Performance Management and Appraisals, Workplace Bullying.

Blackwood, Amy

Amy Blackwood has 20 years' experience as a corporate trainer, with a background in organizational training and development. She is currently the Executive Director for the John J. Driscoll United Labor Agency. This 501 (c) 3, non-profit agency, provides counseling, advocacy and safety net services for over 7,000 clients a year and survives by writing winning grants.

Braithwaite, Ralph

Ralph focuses on organizational consulting and training to help individuals and teams in organizations (both profit and not-for-profit) improve their effectiveness. Ralph works with organizations on strategic plans, assesses the organizational structure, conducts surveys to measure areas like morale and attitudes, and evaluates various processes within the organization. He has an MBA in Organizational Behavior from the University of Hartford, and an MS and BA from Central Connecticut State University. He is an active member of the American Society for Training and Development (ASTD) and the Organization Development Network (ODN).

Burk, Ph.D., Linda

Linda Burk, Ph.D., professor of romance languages at MCC, has a master's in Spanish language and literature and a doctorate in Latin American literature.

Cisto, Joseph

Joe has degrees from local universities, earning his BS from Quinnipiac and his MBA from UNH. He has over thirty years of senior financial experience including several Fortune 500 Companies, holding positions of Director of Finance, Controller, and VP of Finance and Operations. Joe's expertise in cost management, budgets, and internal control has helped organizations realize operational efficiencies leading to attaining and surpassing financial performance objectives. Joe has been involved at NVCC in various state and federal programs making accounting methodology understandable to non-financial personnel.

Colvocoresses, Harold

Harold Colvocoresses, CPA, worked for the State of CT in the Auditors of Public Accounts for over twenty years. He is now self-employed as a CPA, where he specializes in small business taxation, nonprofit accounting and clergy income tax. He holds an M.S. in Taxation, an M.S. in Professional Accounting, and an M.B.A., all from the University of Hartford.

Crofton, Lisa

Lisa Crofton is a marketing specialist, columnist, mentor and entrepreneur having spent over twenty five years in the marketing/communications field. Lisa's inspirational verses have been published many times over and as creator of a popular 'Positive Living Series' as well as a 'Confidence Building Series' Lisa teaches courses that inspire individuals of all ages to live, work and play at their best.

DeMarino, Margaret

Margaret DeMarino has designed and led hundreds of workshops for the State of Connecticut, corporations, and financial institutions. While specializing in verbal and written communication, she also offers motivational seminars and workshops focusing on bettering organizational skills. A professional writer with a background in journalism and advertising, she also heads her own writing services business.

Dolce, Lori

Lori Dolce has an MBA from the University of Connecticut. She has 10 years of experience working in technology and the insurance business. Lori previously taught at Goodwin College.

Ferron, Jayson

Jayson Ferron is principal for Interactive Security Training, LLC where his responsibilities include meeting customer's requirements including security designs, network infrastructures, enterprise security solutions and mobility issues. His customers include Microsoft, Department of Defense, banks, government agencies, health agencies and service providers. He is a Microsoft Step member.

Greenleaf, Susan

Sue Greenleaf is an Organizational/Leadership Development Professional. She holds certifications in numerous nationally recognized Leadership and Communications Trainings including, "Crucial Conversations," "High Reliability," BE's Essentials of Leadership Excellence, Bridge's Change and Transition, and SEI's Emotional Intelligence.

Gyurko, Jan

Jan is an energetic and dynamic trainer and consultant. She has been a technology and software instructor for more than 25 years. Her clients include the Connecticut Community College system, and area businesses and organizations. Jan's expertise is in both, Windows and Mac operating systems, as well as devices such as iPad, iPhone, Chromebook and more.

Harper, Kelly

Kelly Harper is a seasoned manager who understands the key drivers of successful organizations in a range of industries. She has over 15 years of accounting, finance, and management experience at several companies, including United Technologies Corporation and United Health Care. Currently, Kelly is a Director, Operational Accounting & Controls at Prudential Financial. Kelly received her MBA from the University of Massachusetts - Amherst and has a BS degree in Accounting from Central Connecticut State University.

Hartley, Timothy

Timothy Hartley worked at the University of Hartford from 1989 to 1995 as an Assistant Professor where he developed and taught undergraduate computer science courses. From 1998 to 2004, he worked as an Associate Professor at Rensselaer at Hartford, developing and teaching computer science and information technology courses to graduate students - primarily working professionals. Since 1989, Tim has owned and operated Tim Hartley & Associates, LLC, a company that delivers professional training courses and provides database consulting services to businesses and organizations across the United States and Canada.

Hennick, Thomas

Thomas Hennick is the Public Education Officer at the Freedom of Information Commission. He conducts FOI seminars and workshops statewide, educating members of the public as well as public officials about their rights and duties under the Act.

Kostrzewa, Waldemar

Wally Kostrzewa has spent nearly 35 years in state service, most of which was with the Community College System, as Director of Community Services and as Director of Government Relations. He is familiar with the needs of business and industry in Connecticut and has had

extensive experience in presenting workshops on strategic planning, setting goals, project management, and business writing.

Laudone, Gina

Gina Laudone has been teaching computer courses for the last twenty years. She has her Bachelor of Science in Management Information Systems from Fairfield University. After college she worked for Analysis and Technology (A&T), designing database systems for the Naval Underwater Warfare Center using ORACLE, SQL and Microsoft Access. In addition to teaching, Gina builds custom Access databases for local companies, enjoys photography and spending time with her family. Gina loves sharing her knowledge with others and hopes her enthusiasm for the subject makes the learning environment both fun and useful in real world applications.

Lindquist, Larry

Larry Lindquist is a management/training consultant. He has a B.S. degree in Business Administration and minor degrees in Economics and Insurance. Additionally, he has acquired a broad background in the behavioral sciences, communications, negotiating and management through extensive research and education. His expertise is supported by over 25 years of work experience in business and government. He has held positions in marketing/sales, recruiting/personnel, supervision/management, consumer affairs and training/education.

Lombardo, John

John Lombardo is certified in project management through the American Management Association. He has been a project management leader for more than 20 years and has led teams of up to 150 members. His projects have included infrastructure replacement, Y2K compliance and implementation of new technology. John has lead a number of teams both as a Project Manager and a Functional Manager throughout a long 33 year career in private industry.

Machado, Tatiana

Tatiana Machado has over 15 years of professional marketing/communication, advertising and public relations experience. Working on the account service side of the industry she has developed extensive public speaking skills while making presentations to audiences and selling ideas in different situations.

Manning, Bruce

Bruce Manning, Computer Coordinator for MCC's Continuing Education Division, designed, installed and maintained the networking, business and instructional applications for two public school districts in Connecticut. He has provided training for Quinebaug Valley Community College; UConn, CREC, public, private and technical schools; businesses; municipalities; and state agencies.

Marut, William

William Marut has many years of experience as an Informational Technology professional. He has worked for many different companies, with a diverse set of clients, and across several different industries. Bill has held a number of roles, including business analyst, as well as professional instructor in business analysis and related subjects. He holds a BA in Mathematics and an MBA.

Montgomery, Michael

Michael Montgomery is the owner of, Picture This Productions, where he leads a Web Design & Development Team of Design, Programming & Marketing Professionals to build digital brands using web 2.0 technology and magnificent design. He has worked with a broad range of clients, being involved with all aspects of internet marketing, web technology and design, including eCommerce design, logos, Search Engine Optimization and web system integrations. Michael studied Electronics Technology & Microprocessor Electronics at Computer Processing Institute where he received the Award of Excellence. He also studied Classical Percussion Performance at The Hartt School of The University of Hartford. He lives with his family in Newington Connecticut where he is the Marketing Chairperson of the Newington Chamber of Commerce, and the chairperson of the annual Newington Home & Business Showcase and is on the Newington Waterfall Festival committee. Michael is a member of these organizations: AIGA Professional Association for Design International Webmasters Association Percussive Arts Society Connecticut State Music Teachers Association Music Teachers National Association.

Pedneault, Stephen

Stephen Pedneault, CPA/CFF, CFE is the founder and owner of a public accounting firm focused solely on fraud, forensic accounting and litigation support. Stephen is the author of four books, has lectured nationally, authored or contributed to many articles, and teaches forensic accounting at the University of Connecticut.

Petruzzi, Mark

Mark Petruzzi is the founder of Success Waypoint, LLC, and is also a managing partner in a sales and marketing firm that represents premier professional production lighting and audio equipment to retailers, production companies, and contractors. His work with Success Waypoint included Executive coaching; designing and delivering professional and personal development workshops; and speaking about stress management, emotional intelligences, self-leadership, and wellbeing to anyone interested. Because Mark is also currently active in business; he can bring this experience into his coaching, classroom and speaking engagements. All techniques, concepts, practices and perspectives are those he has tried himself. It's all intended for practical effect, right now and the benefits of the teachings increase patience. Marks background also includes leadership or team leadership positions in consumer electronics, information technology services, and financial services industries. He has held performance consulting, training, and program/project management positions in the information technology services, business services, and financial services (health insurance) industries. He has enjoyed more than 15 year in corporate training, including time with IBM, CIGNA Corporation, and IKON Office Solutions. Mark has formal training in personality type (both the Enneagram of Personality and Jungian-Meyers typologies), and is a certified independent trainer for SpeedREACHingPeople interpersonal communication programs. He is a lifelong learner with a special interest in communication, general psychology, metaphysics and personal wellbeing. Mark lives in the Hartford area with his wife of 34 years. You can connect with Mark via this contact page or reach out to him on LinkedIn.com

Phaneuf, Allison

Allison L. Phaneuf, M.S., C.A.G.S. is committed to the education and self-improvement of others, and incorporates the use of experiential learning techniques into her seminars as tools for increasing knowledge and retention of information by way of a fun and interactive environment. She facilitates workshops, team development trainings, and career development seminars for the corporate sector, as well as many colleges and academic settings in the New England area.

Pignone, Gayle

Gayle Pignone has over 15 years' experience as an instructor. Gayle has taught a range of computer applications since 1997 in corporate, non-profit, and higher education settings, including IBM, Nortel, and United Technologies. She has designed websites and created databases for businesses and government agencies; her web design and access classes are enlivened with real-world examples and practical tips.

Pillar, George

George Pillar is an adjunct faculty member at MCC and the University of New Haven. An IT professional for 39 years, George has worked in electronics, hardware repair, programming and management. He has taught Microsoft Office products MIS, and graphics, Java and C programming. George holds a master's degree from RPI - Hartford, a bachelor's degree from Eastern CT State University and an associate's degree from Thames Valley State Technical College.

Prelli, Cindy

Cindy Prelli is a retired business education teacher who has taught accounting for many years. She currently works in the Community College System as a program coordinator. She enjoys helping people take creative steps to financial security.

Revels, Ira

Ira Revels is the Principal and Managing Director of her own consulting firm. She specializes in project management and training for non-profits and small businesses. Currently, Revels volunteers as a Development Associate for The Conference of Churches in Hartford, Connecticut. Prior to moving to Hartford, Revels was an associate librarian at Cornell University in Ithaca, New York for ten years. While at Cornell, she managed a digital library initiative funded by The Andrew W. Mellon Foundation for \$1.25 million dollars. The initiative involved over twenty-five partner institutions and organizations. The goal of the initiative was to train library and IT professionals to build a collaborative digital archive of founding organizational documents. Revels is a 2007 Frye Leadership Institute Fellow. In 2007 the Black Caucus of the American Library Association awarded her the John C. Tyson Young Professional Award.

Richards, Beth

Beth Richards directs the first- and second-year writing program at the University of Hartford where she teaches writing to engineers as well as creative nonfictionalists. Prior to working at the UH she was a technical writer, writing and editing manuals for polymer processing equipment, medical devices, and audio equipment. She has an MA in English and Rhetoric and an MFA in Creative Nonfiction.

Sabastian, Deirdre

Deirdre Sebastian has combined her knowledge and experience as a career teacher and mental health practitioner in multiple settings. Understanding and responding to the subtleties of communication is paramount to successful behavior in all aspects of life, particularly the workplace. She holds graduate degrees from Boston University and Columbia University and is currently a counselor at Three Rivers Community College.

Salzman, Beverly

Ms. Salzman has been employed by the State of Connecticut for over 21 years teaching behavioral social science credit courses and non-profit continuing education classes. Ms. Salzman was a non-profit manager for many greater Bridgeport social service agencies where she fine-tuned and utilized her grant writing skills. Ms. Salzman has an MBA from Sacred Heart University and a MS in Psychology from Capella University.

Schwartz, Charles

Charles Schwartz has more than 20 years of experience in computer applications, programming, database development, management information systems, website design, and as a professor at MCC. He has owned and operated an accounting and tax preparation company since 1987.

Shapiro, Deanne

Deanne Shapiro has 35+ years' experience in diversity training, working with many corporations and more than 25,000 state employees in her career.

Shenoy, Yasmin

Yasmin Shenoy brings an excellent mix of corporate and academic experience to her training program for students of business writing. A Public Relations professional with 15 years of communications experience with Shell multinational and a communications educator at the University of Hartford, she can relate to specific writing needs of students at different levels.

Siena, Richard

Richard Siena has 26 years of police experience, including being a commander and instructor and currently owns a private investigation company.

Slisz, Judith

Judith Slisz has a BA in English from the University of Connecticut; an MA from Trinity College, Hartford, and an MBA from Western New England University. She has served as Dean of Accelerated Degree Programs at Post University; Associate Dean of Academic Affairs at Marymount Manhattan College; and Director of Assessment and Institutional Effectiveness at Manhattan College. Currently, she is Program Coordinator at Naugatuck Valley Community College. She has taught writing at a number of Connecticut colleges.

Smith, Teresa

Teresa is an adult education professional, with over 17 years of experience in the education field. She has a business in website design and development, and has been teaching computer courses since 1997. She specializes in courses in website design applications, Microsoft Office, Dreamweaver, Photoshop, Fireworks, Acrobat and Windows. She is easy-going, and a natural trainer, always receiving outstanding evaluations from her students.

Smits, Kathleen

Kathleen Smits has taught over five years as Media Arts adjunct faculty at Manchester Community College teaching computer graphics. She was an instructor at Connecticut Public Broadcasting Networks Learning Lab Veterans Program teaching digital media. She has also taught at Farmington Valley Art Center and the West Hartford Art League.

Weiner, Dorothy

Dorothy Weiner is an MCP-and MOUS-certified instructor with more than ten years' experience teaching Microsoft products and various other applications and operating systems.

Werblow, Kristen

Kristen Werblow M.A. is a Certified Professional Life Coach, an inspirational speaker, writer, and the founder of Balance Living Now. She is also an Energy Leadership Index Master Practitioner, Reiki Master, and holds a master's degree in Health and Healing, including the curriculum completion from the Institute of Integrative Nutrition. Kristen became a Life Coach and started Balanced Living Now as a result of her own successful journey, and over 15 years of work, study, and development in mental health, nutrition, and spiritual development. Her own personal struggle and successful transformation gave her the key to unlocking a life that is full of joy, health, success, and fulfillment and she is passionate about helping others to do the same.

Willett, Laura

Laura Willett is a Senior Lecturer in Finance and Accounting as well as the Assistant Chair of the Accountancy Department at Bentley University. She has taught both graduate and undergraduate courses in finance and accounting for the past 16 years. She is also the principal of LEW Consulting, Inc., a small business consulting firm. Laura has over 20 years' experience consulting for both finance and treasury functions. She has a B.A. from the University of Connecticut and an M.B.A. from Babson College.

Woodcock, Ph.D., Christine

Christine Woodcock has always loved school, reading, and children's literature, which is what inspired her to pursue a doctorate in Reading from the University of Albany. She is passionate about working with children, families, and teachers around issues of literacy. After teaching special education in urban, rural, and suburban environments in K-8th grade settings, Christine served as a full-time professor for the Massachusetts College of Liberal Arts, Towson University, and Southern New Hampshire University. Christine is currently an adjunct instructor for American International College and is the Learning Disabilities Specialist at Northwestern CT Community College.

Directions

Asnuntuck

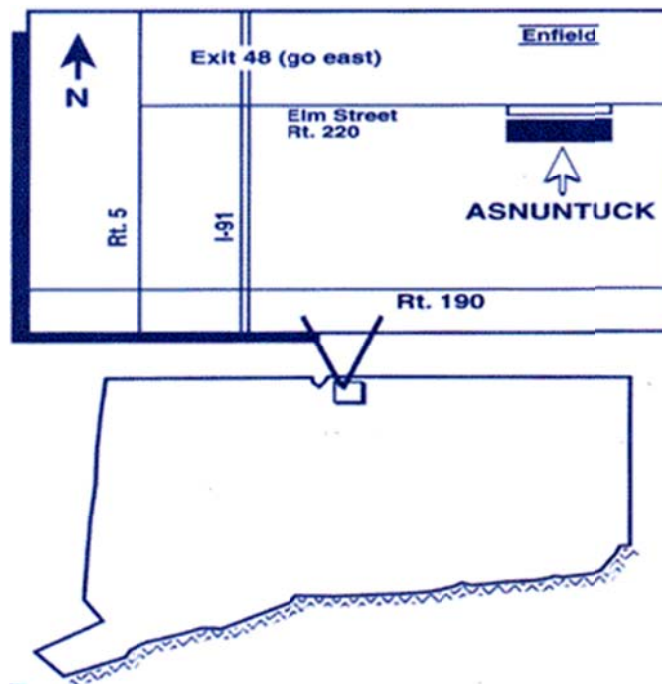
170 Elm Street, Enfield, CT 06082
(860) 253-3000 <http://www.asnuntuck.edu/>

From the South

Take 91 Northbound to Exit 48. Turn Right at the end of the ramp onto Route 220 (Elm Street). Travel East through five traffic lights. The college will be on the right. Parking is available directly in front of the building as well as in the back.

From the North

Take 91 Southbound to Exit 48. Turn Left at the end of the ramp onto Route 220 (Elm Street). Continue with directions as above from the South. Asnuntuck will be on your right.



College Closing Procedures

In case of inclement weather, especially snow, ACC may cancel or postpone classes. This information will be broadcast on several radio stations in Connecticut and Massachusetts.

For up to the date information on class cancellations or delays due to inclement weather or an emergency situation, please call 1.800.501.3967

Capital

950 Main Street, Hartford, CT 06103
(860) 906-5000 or 1-800-894-6126 <http://www.ccc.commnet.edu>

Directions to parking garage for 950 Main Street, Hartford:

Ample free parking for Capital Community College In-Service students is available at the Morgan Street Garage. *Capital is only able to validate parking at the Morgan Street Garage - Bring your ticket stub to class for validation!* Anyone parking in other area garages will be responsible for any charges incurred. DAS / In-Service students are considered students at the college, not visitors. Motorcycle parking is prohibited in the garage.

From Interstate 84 Eastbound (from West Hartford, Farmington, etc.)

Take Exit 50 (Main Street). At third traffic light, turn right onto Market Street. At first light, turn left, then left again into Garage entrance.

From Interstate 84 Westbound (from East Hartford, Manchester, Route 2, etc.)

Take Exit 50 (Main Street). At bottom of ramp, turn left onto Market Street to go under the highway. At second traffic light, turn left, then left again into Garage entrance.

From Interstate 91 Northbound and Southbound

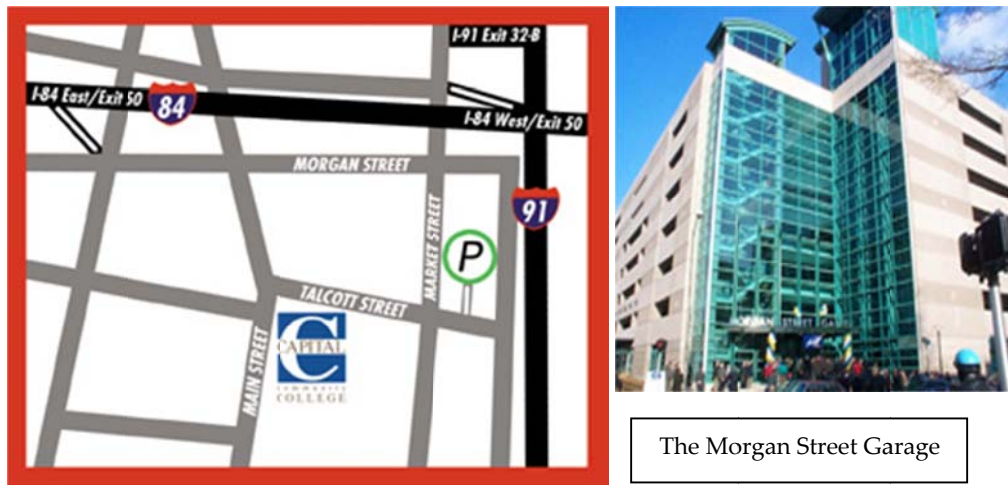
Take Exit 32-B (Trumbull Street). Ramp ends at a traffic light. Turn left onto Market Street. At third traffic light turn left, then left again into Garage entrance.

Directions to enter Capital Community College from the Morgan Street Parking Garage:

The entrance is located on the corner of Market and Talcott Streets, diagonally across from the Morgan Street Parking garage MAIN lobby. You will see a sign that says 960 Main. Enter through the revolving doors below that sign.

- Once in the building, take the escalators located on your LEFT up TWO full flights to the Main St. Level.
- Turn left and walk down the corridor to the circular retail area.
- Follow signs to Capital Community College lobby (glass doors on your left).
- A plasma screen mounted near the elevators lists room assignments each day. If you cannot find your room assignment, visit the Continuing Education Office on the 3rd floor for assistance.

Capital (continued)



College Closing Procedures

Information about delayed openings and class cancellations will be announced on:

WVIT-TV	Channel 30	WKSS	95.7 FM
WFSB-TV	Channel 3	WRCH	100.5 FM
WTIC	1080 AM and 96.5 FM	WZMX	93.7 FM

Messages called into some radio and TV stations are automated and do not allow for specific details. Therefore, messages may be vague. The information below should be helpful in explaining the situations that may occur:

- 1) If radio and television messages state “college is closed,” all classes are canceled for that day *and will be rescheduled*.
- 2) If radio and television messages state “2 hour delayed opening,” the college will open at 11:00am. Classes scheduled to begin at 9:00am and end at noon will not be held, but those scheduled to begin at 1:00pm and end at 4:00pm will run on schedule. Also, classes scheduled to start at 9:00am and end at 4:00pm *will begin at 11:00am*. Such classes will have both an abbreviated lunch period and afternoon break to make up for the lost class time. If necessary, instructors will extend their classes to ensure that the appropriate instruction time has been completed. If CCC is open, In-Service registrants are expected to attend class.

If any In-Service classes are postponed due to inclement weather, the college staff will contact Training Approval Officers within two business days regarding the rescheduled date for each class.

Gateway

20 Church Street, New Haven, CT 06510
(203) 285-2049 <http://www.gatewayct.edu/>



Parking

1300 parking spaces are available through Gateway's own garage and the Temple Street Garage. Enter the Temple Street Garage off of Frontage, George or Crown Streets, or enter the Gateway garage off of Crown Street.

Visitor Parking

Visitors should enter the Temple Street Garage off Crown Street and take a parking ticket. Tickets can be validated at the security stations at all main entrances.

Student/Faculty/Staff Parking

Students, Faculty and Staff may use their College ID Card to enter the Gateway Garage or the Temple Street Garage. For further information on Parking and ID Cards, contact Security.

College Closing Procedures

Classes at Gateway are canceled or postponed only as a result of extreme weather conditions or other emergencies. The following radio stations will broadcast information regarding school closing or delayed opening:

WELI 960 AM
WKCI 101 FM
WNHC 1340 AM
WKSS 97.5 AM
WPLR 99.1FM
WEZN 99.9 FM
WICC 600 AM
WEBE 108 FM
WTIC 1080 AM
WCCC 106.9 FM

WCCC 1290 AM
WHCN 105.9 F

Gateway (continued)

From the North (Hartford)

Take I-91 S toward New Haven / New York City.

Entering New Haven, keep right to remain on 91 South and take exit 1 to merge onto CT-34 toward Downtown New Haven.

Take exit 1, your first right off-ramp, to merge onto N Frontage Rd.

Turn Right at the first light onto Church Street.

Turn Left on Crown Street.

Parking is Located on Crown Street, in either the GCC Garage or the Temple Garage (see Parking directions above)

From the South (New York)

Take I-95 North

Merge onto CT-34 W. via Exit 47 toward Downtown New Haven.

Take exit 1, your first right off-ramp, to merge onto N Frontage Rd.

Turn Right at the first light onto Church Street.

Turn Left on Crown Street.

Parking is Located on Crown Street, in either the GCC Garage or the Temple Garage (see Parking directions above)

From the East (New London)

Take I-95 S.

Merge onto CT-34 W. via Exit 47 toward Downtown New Haven.

Take exit 1, your first right off-ramp, to merge onto N Frontage Rd.

Turn Right at the first light onto Church Street.

Turn Left on Crown Street.

Parking is Located on Crown Street, in either the GCC Garage or the Temple Garage (see Parking directions above)

Manchester

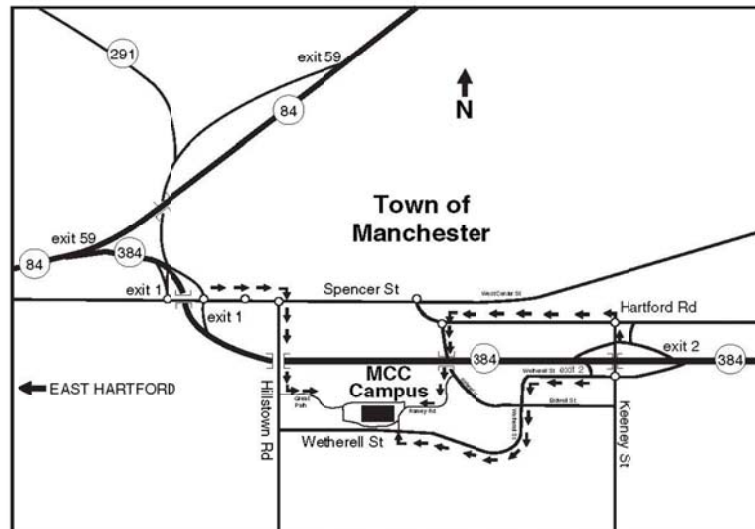
Great Path, P.O. Box 1046 Manchester, CT 06045
(860) 512-3000 <http://www.manchestercc.edu/>



HIGHWAY DIRECTIONS TO MCC

Great Path, Manchester, CT 06040
Telephone: 860.512-3000

Website: www.mcc.commnet.edu



From Hartford: From I-84 eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Boston: Take I-84 westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Bolton: Take I-384 westbound. Take exit 1. Turn right at the light onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Springfield: Take I-91 south. Take exit 35A to I-291 east, to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

Alternative Route Suggestions:

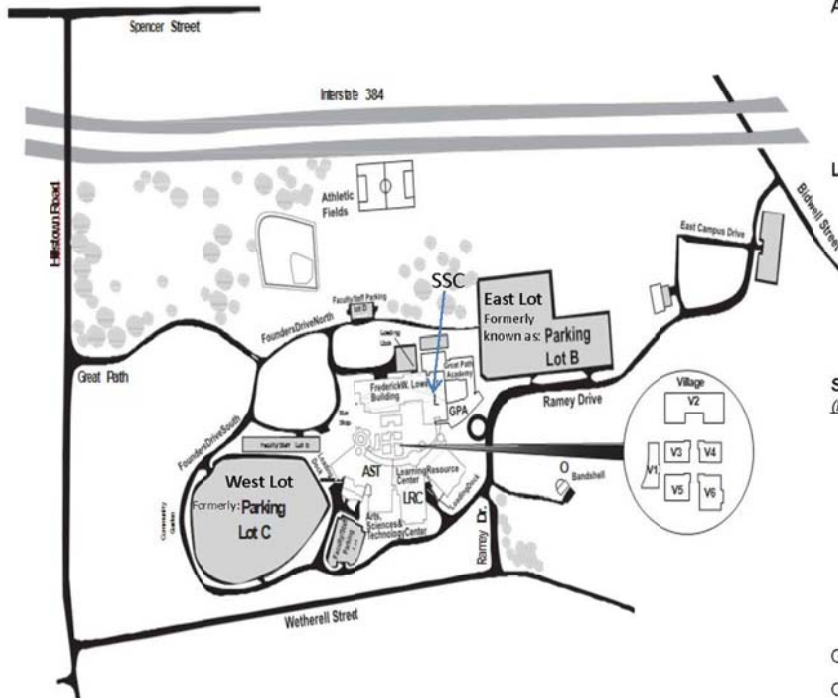
- From I-384 eastbound, take exit 2. Turn right onto Wetherell Street. Continue on Wetherell Street to MCC campus entrance on the right.
- From I-384 westbound, take exit 2. Turn right onto Keeney Street. At light, turn left onto Hartford Road. Take first left onto Bidwell Street. Entrance to MCC campus will be on the right.

Manchester (continued)



MANCHESTER
COMMUNITY
COLLEGE

Campus Map



MCC Campus

AST Arts Sciences & Technology Center:

- Art Studios
- Classrooms/Faculty Offices
- Hans Weiss Newspace Gallery
- Physical Science Labs
- SBM Charitable Foundation Auditorium

LRC Learning Resource Center:

- Classrooms/Faculty Offices
- Computer Science Labs
- John V. Gannon Continuing Education Center
- Health Career Labs
- Library
- Rockville Bank Foundation Computer Center
- TV Studio

SSC Student Services Center (Formerly the Love Building):

- Academic Support Center
- Admissions/Registrar's Offices
- Athletics/Fitness Center
- Bookstore
- Career Services/Counseling
- Cooperative Education
- Culinary Arts Center
- Classrooms/Faculty Offices
- Kitchen Labs
- Student Activities
- Veterans O.A.S.I.S. Center

GPA Great Path Academy:

○ Band shell

V Village:

- Buildings V1, V2, V3, V4, V5, V6

College Closing Procedures

Announcements regarding cancellations due to weather conditions are broadcast on the following radio stations:

WTIC	WDRC	WHCN
WPOP	WRCH	WCCC

Television: Channel 3 and 30

In addition, you may call the college's automated Info Line at (860) 512-3016, or the main line at (860) 512-3000, or visit us on our website at www.mcc.commnet.edu.

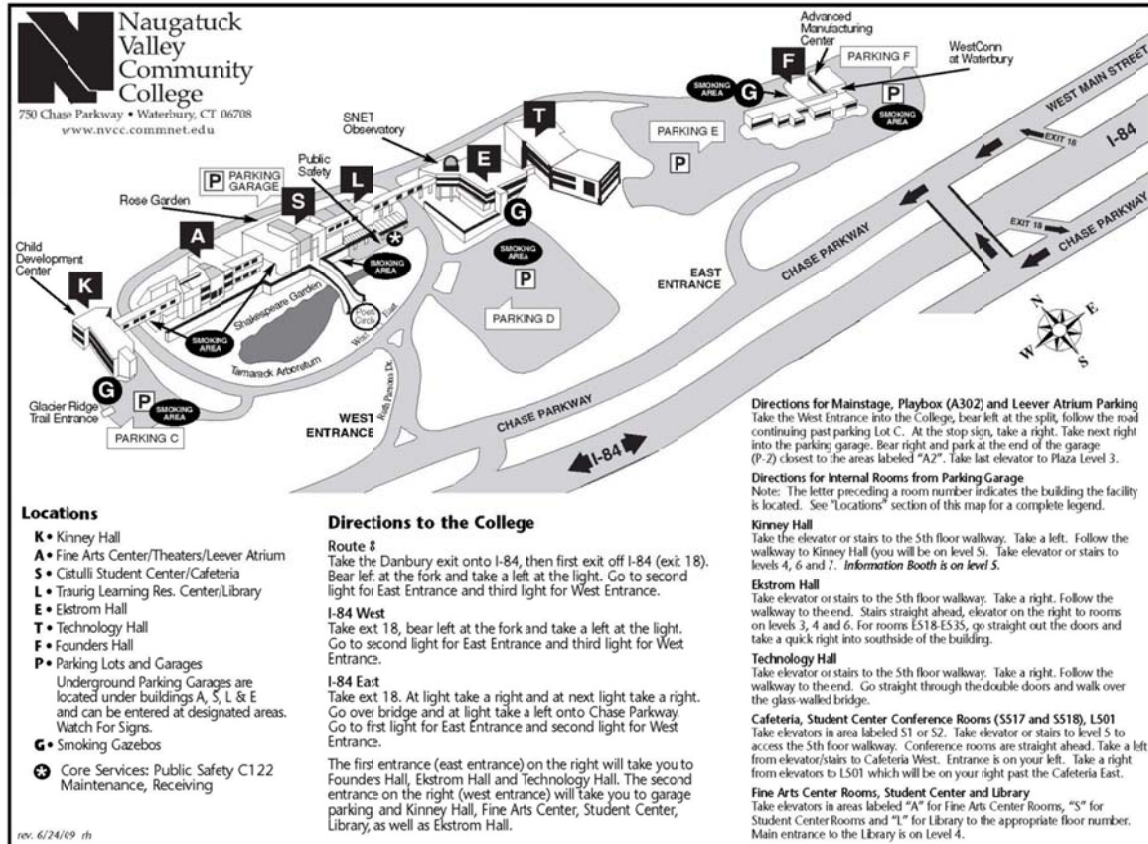
Details regarding cancellations and delayed openings:

- When the college is closed, all classes are cancelled for that day and will be rescheduled.
- When the college has a delayed opening of 10:00 a.m. or later, full-day In-Service Training Program classes will be cancelled and rescheduled. Classes scheduled from 9 a.m.-12 p.m. will not be held and will be rescheduled. Classes scheduled from 1-4 p.m. will run on schedule.
- When classes are held, students are expected to attend and no refunds or credits will be given for non-attendance.

Naugatuck Valley

750 Chase Parkway, Waterbury, CT 06708

(203) 575-8040 <http://www.nv.edu/>



Northwestern Connecticut

Park Place East, Winsted, CT 06098

(860) 738-6300 <http://www.nwcc.edu/>

Call the NCCC Weather line for cancellations or delays at 860-738-6464

From Points South (Torrington, Waterbury, and Bridgeport):

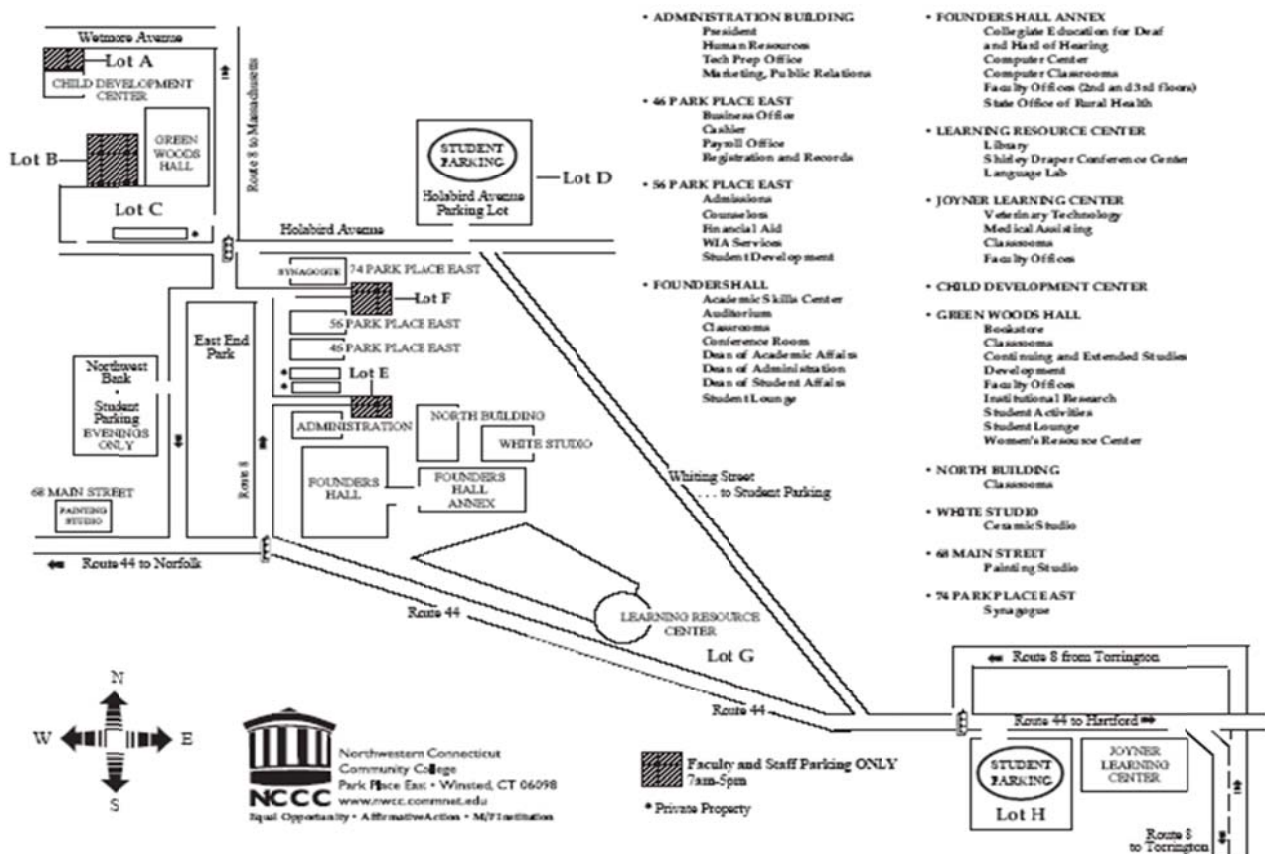
1. Take Route 8 North to Winsted.
2. At the end of Route 8 divided highway section, turn right at traffic light onto Rt. 44W into Winsted.
3. The college is located on the right approximately 1/4 of a mile from the exit.

From Points East (Hartford):

1. Take Route 44 West to Winsted.
2. The college is located on the right, across from the green, approx. 1/4 of a mile past the Junction of Route 8 (Divided Highway Section) and Route 44.

From Points East (Canaan):

1. Take Route 44 East to Winsted.
2. The college is located on the right, across from the green.



Northwestern Connecticut (continued)

College Closing Procedures

If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on the following radio stations:

WATR	WRCH
WDRC (AM and FM)	WSNG
WKZE	WWCO
WMMW (AM)	WZBG
WTIC (AM and FM)	WZMX

Television: Channels 3 and 30.

Students may also call NCCC directly at (860) 738-6464 to hear a recorded message concerning any inclement weather closings. The recorded message will be available two hours prior to the start of the day, twilight, evening, and weekend classes. Radio and television stations will broadcast the announcement at about the same time period. Each group of classes will have its own cancellation announcement.

Three Rivers

574 New London Turnpike, Norwich, CT 06360
(860) 215-9000 <http://www.threerivers.edu/>

From New London:

Follow Route 32 to I-395. Take Exit 80. At the end of the exit ramp turn right.** (travel time approximately 15 minutes)

From Groton/Mystic:

Follow I-95 south to Route 32 - Norwich. Take I-395 north to Exit 80. At the end of the exit ramp turn right. ** (travel time approximately 25 minutes)

From Colchester and points West:

Follow Route 2 east until it merges with Route 32 south. Take Exit 28S onto I-395 south to Exit 80. Take a left at the end of the Exit ramp (Route 82 West Main Street).** (travel time approximately 23 minutes)

From Jewett City and points North:

Take I-395 south to Exit 80. Take a left at the end of the exit ramp (Route 82 West Main Street).** (travel time approximately 20 minutes)

From Ledyard/Navy Sub Base area:

Follow 2A (Mohegan Pequot Bridge) to I-395 north. Take Exit 80 At the end of the exit ramp turn right. **
(travel time approximately 25 minutes)

From New Haven and points south:

Take I-95 north to I-395 north (exit 76). Take I-395 north to Exit 80. At the end of the exit ramp turn right. **

***** From all points above:***

Go five lights down to New London Turnpike. Turn right. The Three Rivers campus is about .2 miles on left.

College Closing Procedures:

Class cancellations due to inclement weather will be announced on the following radio and television stations:

WERI Westerly 1230AM
WNLC 1510AM
WINY 1350AM
WQGN 105.5FM
WVIT Channel 30

WILI 1400AM
WICH 1310AM
WSUB 980AM
WBMW 106.5FM

Tunxis

Bristol Campus:
430 North Main Street
Bristol, CT 06010 (860) 314-4700
<http://tunxis.edu>

All In-Service courses are held at the Bristol campus.
Snow line: (860)773-1300

Bristol Campus in Bristol, Connecticut

430 North Main Street
Bristol, CT 06010

From Hartford:

Take Rt. 9 West to Exit 38, Bristol / Rt. 6. Follow Rt. 6 approximately 11 miles to the intersection of Rt. 6 and North Main St. Take a left onto North Main and then a left into North Side Plaza. The Bristol Campus is located next to Super Natural.

From Middletown, Rocky Hill, Newington and Points East:

Take Rt. 9 North, and follow signs to RT 72. Continue on Rt. 72 and take Exit 1, Rt. 177. Turn right at light onto Rt. 177. Go 2 miles (passing by Tunxis Community College) to the intersection of Rt. 177 and Rt. 6. Take a left onto Rt. 6 and follow approximately 4.5 miles. At the intersection of Rt. 6 and North Main Street, take a left onto North Main and then a left into North Side Plaza. The Bristol Campus is located next to Super Natural.

From Waterbury:

Take I-84 E to Exit 31 (West Street) toward CT-229/Bristol. Turn left on West Street. Continue straight on CT-229/Middle Street. Turn left on Memorial Boulevard/Route 72. Bear right on Route 72/Riverside Avenue. Continue on Riverside Avenue and turn right onto North Main Street.

If you need further assistance, call 860.314-4700

College Closing Procedures

In the event of inclement weather, please listen to any of the following radio stations for cancellations:

WRCH, WTIC, WPOP, WDRC, WHCN, WWYZ, or call the college. **Snow line: (860)255-3501**