

NEW! ONLINE Managing Stress While Teleworking

Stressed by teleworking? Not sure how to handle it? Buried in virtual meetings? Feel like you work ALL the time? This 3 hour session will help you to assess your current stress level.

Participants will also learn ways to handle stress and conflicting priorities that work for you and your life. Participants will be able to: review processes and teleworking situations currently; assess participants' current stress levels; discuss what is causing stress while teleworking; work together to create best practices others are using to temper their stress; review techniques to manage conflicting priorities and lastly, create an action plan to change habits/processes that cause stress.

Required text: NA

Prerequisite: NA CEUs: 0.3

Course # , Date(s) Time
NV35625, 10/08/21, 9:00 AM to 12:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor: Amy Blackwood
Fee: 50
Notes: ONLINE ONLY - Must have access to WebEx and camera and audio on device used (laptop/desktop/tablet) to participate in the class. Attendance for full class is required to receive certificate. Registration form required by NVCC - contact ctolin@nv.edu for registration form.

NEW! ONLINE Microsoft Teams, One Drive and other Teleworking Tools

This course will run 12 hours over three half days and participants will learn shortcuts and become proficient using Microsoft Teams for video conferences, chats, Document Repository and Document Management. MS Forms and One Drive will be discussed, in addition to Microsoft Planner. Microsoft Planner is needed for Microsoft Teams to manage a group or team, and will be used to assign activities to team members. Learn how to detail these tasks and update progress and work deliverables. Instructor will review One Note as well, to share thoughts and collaborate in a remote environment while drawing in shared documents.

Required text: NA

Prerequisite: Knowledge of virtual learning, WebEx access and Microsoft Office 2019 is needed to participate in the course. CEUs: 1.2

Course # , Date(s) Time
NV35630, 10/12/21, 12:00 PM to 4:00 PM 10/19/2021, 12:00 PM to 4:00 PM 10/26/2021, 12:00 PM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor: Juan De La Rosa
Fee: 190
Notes: ONLINE ONLY - Must have access to Microsoft Teams and WebEx, with a camera on device (laptop/desktop/tablet) and audio to participate in class. Attendance at both classes is required to receive certificate. Registration form required by NVCC – contact ctolin@nv.edu for registration form.

ONLINE Microsoft Excel 2019 Intermediate - V Lookups, Pivot Tables and More

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

Required text: ONLINE Only. Laptop, Desktop or tablet with audio/video and camera required to participate in the class. Live virtual course using Microsoft Office 365 and Excel 2019.

Reliable internet access required.

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

Course # , Date(s) Time
NV35631, 11/05/21, 9:00 AM to 4:00 PM 11/12/2021, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor: Cindy Averill
Fee: 285
Notes: ONLINE ONLY - Must have access to Microsoft Office Excel, MS Teams, and camera/audio on device (laptop/desktop/tablet) to participate in class. Attendance at both classes is required to receive certificate. NVCC registration form required in 1 week in advance of class - contact ctolin@nv.edu.

ONLINE The Art of Positive Assertiveness

This course is designed to help provide you with information regarding your own assertiveness level. It will review techniques on improving your personal assertiveness and confidence through personal assessments, activities and role play. You will learn methods that assist in standing up for your own personal rights, to expressing thoughts and feelings in a clear and articulate manner and how to manage your emotions under pressure, conflict or disappointments. Understanding personality types and best practices in dealing with others will help you to become comfortable and adept at questioning, discussing and advocating for yourself.

Required text: NA

Prerequisite: NA CEUs: 0.6

Course # , Date(s) Time
NV35632, 10/14/21, 9:00 AM to 12:00 PM 10/15/21, 9:00 AM to 12:00 PM
College, Campus & Room:
NV, Naugatuck Valley, WTBY, ONLINE
Instructor: Amy Blackwood Gillespie
Fee: 90
Notes: ONLINE ONLY Class is a two-day virtual class. Meeting dates: 10/14 and 10/15 - 9:00 - 12:00. WebEx access and device with camera/audio (laptop/desktop required) to participate in class. Attendance at both classes is required to receive certificate. NVCC registration form required one week in advance of the class date – contact ctolin@nv.edu.