



### **Develop a Learning Culture**

Students will learn the steps necessary to promote learning as a core value in their organizations, one that leads to continuous performance improvement. They will be encouraged to define new approaches to thinking, acquiring knowledge and building skills on the job.

**Instructor: Rocky Blunt**

**Wednesday | 6/14 | 9 am - 12 noon | Room C127 | \$200**

### **Coaching and Mentoring Employees**

Students will learn how to work one-on-one with individuals for two separate but related purposes: to help the individual enhance their current job performance (coaching) and to facilitate long-term learning related to organizational knowledge and career advancement (mentoring).

**Instructor: Rocky Blunt**

**Wednesday | 6/14 | 1-4 pm | Room C127 | \$200**



**For additional information**  
or to register, call  
Continuing and Professional Education  
at (860) 932-4005.

**To inquire about customized  
training** for your business,  
call the coordinator  
at (860) 932-4110.

Visit us online at  
[www.qvcc.edu/continuing-ed](http://www.qvcc.edu/continuing-ed)

## **QUINEBAUG VALLEY COMMUNITY COLLEGE**

742 Upper Maple Street  
Danielson, CT 06239  
(860) 932-4000

*QVCC does not discriminate on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, sexual orientation, learning disability, physical disability, political beliefs, veteran status, or prior conviction of a crime.*  
5/17

# **Business Training for Professionals**



**SUMMER 2017**

CONTINUING AND PROFESSIONAL  
EDUCATION

(860) 932-4005

 **QUINEBAUG VALLEY  
COMMUNITY COLLEGE**



## Computer Basics

Is the computer revolution passing you by? Are you looking for some basic knowledge to help get you started? This 8-hour course will introduce you to the basics of the computer including proper typing technique, computer terminology, hardware, Internet use, and software overview.

**Instructor: Donna Guillot | Room E236 | \$175**  
**Mon. & Wed. | 7/10 - 7/19 | 9-11 am**

## Introduction to Microsoft Word 2016

Learn the basic Word 2016 features including: creating, saving, and editing basic letters, documents, and contracts. The course will also teach basic formatting techniques.

**Instructor: Jarrod Borek | Room E236 | \$129**  
**Tues. & Thurs. | 7/18 & 7/20 | 5:30-8:30 pm**

## Microsoft Word 2016 – Beyond the Basics

In this intermediate course you will learn additional features of Word 2016 including creation of tables, newsletters, mail merges, templates, and more.

**Instructor: Jarrod Borek | Room E236 | \$129**  
**Tues. & Thurs. | 8/1 & 8/3 | 5:30-8:30 pm**

## Introduction to Microsoft Excel 2016

Learn the basic features of Excel 2016 including creating, saving, and editing basic spreadsheets, as well as basic formatting techniques.

**Instructor: Alessandra Lundberg | Room E236 | \$129**  
**Tuesdays | 6/20 & 6/27 | 5:30-8:30 pm**

## Microsoft Excel 2016: Beyond the Basics

Learn the intermediate features of Excel 2016, including creating macros, working with charts and pivot tables, templates, and other popular functions. The course will also focus on tips and tricks to ensure your spreadsheet looks great for that next meeting or presentation!

**Instructor: Alessandra Lundberg | Room E236 | \$129**  
**Tues. & Thurs. | 7/11 & 7/13 | 5:30-8:30 pm**

## Creating Dynamic Presentations: Introduction to Microsoft PowerPoint 2016

Learn the basic features of PowerPoint including creating, saving, and editing basic PowerPoint presentations. The course will also focus on basic formatting techniques to ensure your presentation looks great for that next meeting or speaking engagement!

**Instructor: Jarrod Borek | Room E236 | \$129**  
**Tues. & Thurs. | 7/25 & 7/27 | 5:30-8:30 pm**

## Introduction to QuickBooks 2015

Learn the basic features of Intuit QuickBooks 2015 including an overview of Company Set-up, Payroll, Inventory, Accounts Payable, Accounts Receivable, Reports and more.

**Instructor: Alessandra Lundberg | Room E236 | \$295**  
**Tues. & Thurs. | 8/15 - 8/24 | 5:30-8:30 pm**

## Business Writing

This one-day workshop will help you develop confidence in your ability to write clear and effective business documents from first draft to finished product! Learn to write emails and memos for a variety of business purposes, delivering positive and challenging news to constituents persuasively and with attention to grammar, punctuation, and optimal word usage. This course is open to anyone seeking to improve their communication in a business environment.

**Instructor: Rockie Blunt**  
**Wednesday | 7/19 | 9 am - 4 pm | Room C127 | \$300**

## Leadership at All Levels

***What is my leadership potential? How can I develop and apply that potential in ways that benefit my organization?***

Leadership at All Levels, a four-module leadership development series, will help you answer these questions, regardless of your position on the organizational chart. The program operates from the assumption that leaders are made, not born, and that anyone is capable of increasing their value with their colleagues, teams and organizations.

Module 1: Personal Leadership  
Module 2: Interpersonal Leadership  
Module 3: Team Leadership  
Module 4: Organizational Leadership

**Instructor: Rockie Blunt**  
\$525/module; \$475 for 3 or more modules

***The next series of classes will begin in the fall.***  
***Please call (860) 932-4005 for additional information.***

## Shades of Harassment

Prevention training is important because of the negative impact that harassment can have on both the employer and employee in the workplace. In addition to the time and expense of a potential human rights complaint, discrimination and harassment can impact the workplace by causing lower employee morale, increased absenteeism, lower productivity, decreased commitment to the employer, and decreased motivation. This training is specifically designed to meet the requirements of the State of Connecticut. The goal is to educate supervisors about the important role they play in preventing discrimination, identifying what harassment is and what they can do to stop it.

**Instructor: Lori Fortuna**  
**Call (860) 932-4005 for fall dates | \$200**

