



Connecticut State
Colleges & Universities

CEUI/TECHNICAL COURSES

FOR NP-2 BARGAINING UNIT MEMBERS

Spring 2020

- Employees – submit applications to your Department by 02/21/2020
- Department Admins – submit seat requests online to HR by 02/28/2020

Staff Development Courses
Offered by
The Connecticut State Colleges and Universities System
In partnership with
Connecticut Employees Union
Independent



<http://bor.ct.edu/in-service/>

WELCOME!

The Connecticut Employees Union Independent (CEUI) and Connecticut State Colleges and Universities System are partners in providing a variety of training opportunities to CEUI NP-2 union members. This catalog includes courses that will help staff enhance their skills. NP-2 employees at all levels are encouraged to participate and take advantage of these course offerings.

General Registration & Program Information

Eligibility

- In-Service courses are open to all NP-2 employees regardless of classification or job title. Individual agencies may elect to limit registrations in a way that best suits their organization.

Prerequisites

- Prerequisites (if any) are included in course descriptions. For computer courses especially, these are very important!

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, if extenuating circumstances exist (illness, emergencies, etc.). 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 leave at any point before the instructor ends the program will not be given a certificate.
- CEUs are granted for most In-Service courses and are included on the certificate of completion.

Course Cancellations and Postponements

- The union 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 are listed on each college map in the directions/map section located on the website.
- 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 contact information prior to class and cannot contact students individually.*

Please refer to the following links for additional program information.

In-Service Training website: <https://bor.ct.edu/in-service/>

Maps and Directions: <https://bor.ct.edu/in-service/docs/Maps and Directions.docx>

- Instructor names and biographies are published on the In-Service Training website. We reserve the right to make instructor substitutions when necessary without notification.

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
NVCC	Waterbury	750 Chase Parkway Waterbury, CT 06708
Offsite Training	Gateway offsite training	10 Alcap Ridge, Cromwell CT

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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 co-workers, threats and an armed intruder/employee, etc. Case studies focusing on workplace violence will be discussed. Students will engage in group projects. Instructor provides handouts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA54964, 05/11, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Richard Siena
Fee: 0
Notes:

Balancing Time, Priorities and Productivity

In today's 24/7 world, we find ourselves constantly running and trying to accomplish more in less time. This workshop will help you develop skills to increase both personal and workplace efficiency and productivity. Learn tips to set goals and priorities, minimize stress, and discover strategies to stay focused. Also covered are personal time management, goal setting, and prioritization tools. This course will help you save time and foster an environment that encourages working smarter. Other key topics include: 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 how to design a personalized action plan for increased efficiency and organization. Instructor provides handouts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA54967, 06/02, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: V. Allison Reed
Fee: 0
Notes:

CPR, AED and Basic First Aid Care

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

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA54961, 04/16, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Richard Siena
Fee: 0
Notes:

Financial Literacy: Knowledge that Pays for Itself

How do you feel about your financial future? Better yet, are you comfortable making financial decisions that may impact your future? There are a lot of individual choices and scenarios to consider when making decisions about your financial goals. In this course, we will touch on the question: "How can I make better decisions with my money?" This workshop will help you make better spending choices, develop a financial plan, and understand where many others make mistakes. Specific topics to be covered include budgeting, savings, and reflecting on your own "self-control" as it concerns your individual spending habits. Note: This course does not replace "Retirement: Ready or Not"? We view it as additional information for financial life skills at all stages in one's working career. Instructor provides handouts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA54965, 05/28, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Paul Howard
Fee: 0
Notes:

Professionalism, Etiquette & Conflict Management

What is professionalism? How do you demonstrate respect for others? How do you earn respect from others? How do you resolve conflicts between you and your co-workers? What role does etiquette play in relationships, workplace conduct, and communication - including email? The answers to all these questions will be covered in this 4-hour workshop. Learn the key steps to take and develop the skills to be more effective. This program is available and beneficial to people at all levels in the organization.

Required text: None

Prerequisite: None CEUs: 0.4

Course # , Date(s) Time
MA54968, 06/05, 8:30 AM to 12:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Ralph Braithwaite
Fee: 0
Notes:

Retirement: Ready or Not?

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, 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. While this course does include a presentation on finances by a representative from Prudential (who will also be available for individual consultation), this course is not primarily a lesson in financial planning for retirement. Instead it covers the pressing issue: 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. 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.

NOTE: This course does not replace the State Retirement Division sponsored sessions. Instructor provides handouts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA54963, 05/04, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Ralph Braithwaite
Fee: 0
Notes:

Working with Different Generations in the Workforce

In some organizations there are as many as five different generations working side-by-side. At the very least, you have three generations in your work environment with different ideas about communication, performance, and expectations. This course discusses the value and intrinsic depth of a true multigenerational workforce. This program will help all employees and supervisors relate more effectively with different generations and discover what works and what does not. Learning objectives: 1) Identify the different generations, 2) Know how each generation perceives the others, and 3) Understand how each generation differs and how to work more effectively with them. The program includes a training manual, a variety of interactive activities, some training videos and the opportunity to develop an action plan to put the ideas and skills learned into practice.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA54962, 04/29, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Ralph Braithwaite
Fee: 0
Notes:

Developing Leadership Skills

First Time Supervisor - Management Training - Part I

Making the transition from top performing employee to top performing supervisor is often difficult. Don't get caught making the same mistakes over and over. Nip them in the bud! Your management style defines your success as a supervisor as well as the success of your team and your department. At the end of the session you will: Understand how to build morale and a strong team Manage perception and conflict Gain strategies for time-management and improve your problem-solving skills Smoothly make the transition from co-worker/friend to supervisor Coach employees to excellence and recognize when to coach and when to discipline.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
GW54854, 03/19, 9:00 AM to 4:00 PM 03/20, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N102
Instructor: Frank Dixon
Fee: 0
Notes: Course meets 3/12 and 3/13 Easy access to downtown New Haven with FREE parking

First Time Supervisor - Management Training - Part II

Making the transition from top performing employee to top performing supervisor is often difficult. Don't get caught making the same mistakes over and over. Nip them in the bud! Your management style defines your success as a supervisor as well as the success of your team and your department. At the end of the session you will: Understand how to build morale and a strong team Manage perception and conflict Gain strategies for time-management and improve your problem-solving skills Smoothly make the transition from co-worker/friend to supervisor Coach employees to excellence and recognize when to coach and when to discipline.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
GW54856, 04/23, 9:00 AM to 4:00 PM 04/24, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N004
Instructor: Frank Dixon
Fee: 0
Notes: Course meets 04/23 and 04/24 Easy access to downtown New Haven and FREE parking

Supervisor's Toolbox

Regardless of how long you've been a supervisor, you can always add new techniques to your toolbox for motivating and getting the best performance from your staff. Please join us for an interactive and exciting workshop where we will discuss key tools for communication, motivation, and team development. During this seminar we will reflect on work styles and how to best interact with others in the work environment; explore efficiency in communication among various styles; discuss how to motivate employees; explore the art of delegation; and consider the right types of training, coaching, and mentoring needed for employees to be successful.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA54969, 06/16, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: V. Allison Reed
Fee: 0
Notes:

Transitioning from Peer to Supervisor

Making the change from peer to supervisor can be challenging. Learn how to overcome the fear of losing friendships and the temptation of performing old work responsibilities. Techniques for dealing with change, avoiding favoritism, building trust, credibility, and clear boundaries, and maintaining confidentiality will be covered.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA54957, 04/01, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Christopher Service, Sr.
Fee: 0
Notes: Free parking - Morgan Street Garage, 155 Morgan St. Bring ticket to validate.

Technology Advancement

Excel 2016: 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: None CEUs: 0.6

Course # , Date(s) Time
CA54954, 05/29, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 613
Instructor: Michael Montgomery
Fee: 0
Notes: Free parking - Morgan Street Garage, 155 Morgan St. Bring ticket to validate.

Excel 2016: Introduction

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
CA54953, 04/24, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 613
Instructor: Michael Montgomery
Fee: 0
Notes: Free parking - Morgan Street Garage, 155 Morgan St. Bring ticket to validate.

Word 2016: Introduction

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; print and text formatting

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA54958, 06/19, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 613
Instructor: Michael Montgomery
Fee: 0
Notes: Free parking - Morgan Street Garage, 155 Morgan St. Bring ticket to validate.

Trade Skills

Basic Repairs in Commercial Buildings

This training covers the fundamentals of basic hand and power tools used to perform repairs in state facilities. Topics include important safety procedures in the use of hand tools, 'hands-on' projects and demonstrations of common carpentry tasks. Gain valuable experience with sheet rock repair, flooring repair, painting and other basics. Helpful instructional videos and the opportunity to ask questions round out the course. This course will cover how to: repair and patch drywall, remove and install carpet patches, cut and install door frame, painting tips and keeping an accurate record of work orders. Materials included in course fee.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA54966, 05/29, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Alex Tournaud
Fee: 0
Notes:

Blueprint Reading @ Gateway

Reading blueprints is a basic skill set required to be proficient in many industries including maintenance, construction, HVAC, etc. This course will provide the basic understanding of blueprints. At the end of this class you will have the ability to answer basic questions related to the design, layout and installation of materials.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW54864, 05/01, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N102
Instructor: Bill McDermott
Fee: 0
Notes: FREE parking in Temple Garage (180 Temple).Bring your ticket to security for validation.

Blueprint Reading @Capital

This class will provide students with the basic understanding of reading residential and commercial blueprints. Students will learn construction drawing, organization procedure, reading of architecture scale, types of lines and symbols used on blueprint.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
CA54952, 05/14, 9:00 AM to 4:00 PM 05/28, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 303
Instructor: Nathan Tuttle
Fee: 0
Notes: Free parking - Morgan Street Garage, 155 Morgan St. Bring ticket to validate.

Heartsaver: First Aid CPR AED

This course is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA54955, 05/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Bice Carrabbia
Fee: 0
Notes: Free parking - Morgan Street Garage, 155 Morgan St. Bring ticket to validate.

HVAC Air Conditioning & Maintenance

This course provides the student with an understanding of indoor air quality, comfort and psychometrics. The student will learn how the refrigeration system is being applied to air conditioning & the student will be given instructions on the proper maintenance of these systems. This course provides the student with an understanding of refrigerants and refrigerant oils. The student will learn the basic refrigeration components and the refrigeration cycle. System evacuation, recovery, recycling, and reclaiming procedures will be covered as well as procedures of charging and the use of calibrating instruments.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW54863, 05/08, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N102
Instructor: Bill McDermott
Fee: 0
Notes: FREE parking in Temple Garage(180 Temple). Bring your ticket to security for validation.

HVAC Commercial Refrigeration

This course provides the student with an understanding of refrigerants and refrigerant oils. The student will learn the basic refrigeration components and the refrigeration cycle. System evacuation, recovery, recycling, and reclaiming procedures will be covered as well as procedures of charging and the use of calibrating instruments. This course provides the student with an understanding of the application of commercial refrigeration systems. The student will learn about evaporators, compressors, expansion devices and controls.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW54862, 04/24, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N102
Instructor: Bill McDermott
Fee: 0
Notes: FREE parking in Temple Garage(180 Temple). Bring your ticket to security for validation.

HVAC Essential Gas Field - Training Skills

This class will teach participants how to perform basic gas service for both natural gas and LP gas. Participants will evaluate sequence of operation, gas pipe sizing ignition systems and safety. The prerequisite for this is Steam & Hydronics class. Topics include: 1) Electrical troubleshooting 2) Gas combustion 3) Venting 4) Wiring and controls.

Required text: Materials Provided

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW54860, 04/10, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Off-Site
Instructor: Bill McDermott
Fee: 0
Notes: Please Note: Class is held in Cromwell at 10 Alcap Ridge, Cromwell, CT

HVAC Maintenance & Repair

Every commercial building in the country has either a gas or an oil heating system. This class will cover basics on installation, maintenance, service and repair of gas and oil burners and AC systems seen in commercial buildings. We will cover inspections and maintenance of HVAC systems along with running diagnostic test to identify the source of any issues. Along with installation of HVAC systems according to design specifications and how to connect systems to water lines fuel lines and air ducts. This class will also introduce basic electricity and soldering and braising principals

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW54861, 04/17, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N102
Instructor: Bill McDermott
Fee: 0
Notes: FREE parking in Temple Garage, Bring your ticket to security for validation.

HVAC Steam & Hydronics

This course provides the student with an understanding of installation, trouble shooting and maintenance of a hydronic heating system. The student will learn the essentials of near boiler piping with control and zoning with circulators and zone valves. The Student will also learn the installation, trouble shooting and maintenance of a hydronic heating system. The student will learn the essentials of near boiler piping with control and zoning with circulators and zone valves. This class will cover gas (natural gas and LP) and oil applications as they pertain to steam and hydronics. This class is a prerequisite to the Essential Gas Field Training Skills class.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW54858, 04/03, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N102
Instructor: Bill McDermott
Fee: 0
Notes: FREE parking in Temple Garage (180 Temple). Bring your ticket to security for validation.

Introduction to Construction Management

This course is designed to provide information on activities involved in construction management. It covers topics such as general contractor, subcontractor, overhead cost, contingency, profit, addendum, change order, types of estimates, and contracts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA54956, 06/05, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Basia Dellaripa
Fee: 0
Notes: Free parking - Morgan Street Garage, 155 Morgan St. Bring ticket to validate.

T,L, C and E License Required Electrical Training for 2020

The CT Department of Consumer Protection, Occupational and Professional Licensing Division requires all CT-licensed electricians to take a four-hour continuing education course each year to renew their license. The program meets CT Department of Consumer Protection requirements.

The focus will be on low voltage but E licensed electricians will fulfill their required 4 hours of Continuing Education with this class.

Required text: Students must bring the NEC 2017 (National Electrical Code) book. Students will NOT be allowed in class without the NEC 2017 Code Book, or the Codebook on their laptop or iPad. The NEC 2017 on your phone is NOT acceptable.

Prerequisite: NA CEUs: 0.4

Course # , Date(s) Time
TX54959, 05/01, 8:00 AM to 12:00 PM
College, Campus & Room:
TX, Tunxis,
Instructor: STAFF
Fee: 0
Notes: Tunxis@Bristol Campus, 430 North Main Street, Bristol, CT 06020, 860-314-4700

Welding I

An introduction to welding safety, equipment safety, ARC welding and general knowledge and fabrication. On completion students will be able to: Recognize safety hazards in the shop environment and perform basic welds. NOTE: Students are required to wear safety goggles and will be standing for long periods of time. Students are required to wear work boots and cotton clothing. Please be sure to arrive on time.

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS54976, 05/19, 9:00 AM to 4:00 PM 05/20, 9:00 AM to 4:00 PM 05/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, Room 142a
Instructor: Rick Monroe
Fee: 0
Notes: Students are required to wear safety goggles and work boots.

Welding II

Classes will cover Gas, ARC, MIG, TIG welding, and plasma cutting. On completion students will be able to perform basic welds with MIG, TIG and ARC welding processes as well as fabricate basic products. Materials included. Note: Students will be required to wear safety goggles and will be standing for long periods of time. Students are required to wear workboots and cotton clothing. Please be on time.

Required text: None

Prerequisite: Completion of Welding I CEUs: 1.8

Course # , Date(s) Time
AS54977, 05/26, 9:00 AM to 4:00 PM 05/27, 9:00 AM to 4:00 PM 05/28, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, Room 142a
Instructor: Rick Monroe
Fee: 0
Notes: Students are required to wear safety goggles and work boots.

Welding Processes I

This course is designed for the beginner and provides an introduction to three processes widely used in the welding field: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW). You will learn the basics of welding safety, cutting, equipment and materials used in these processes in our state of the art welding lab. The cost of the course includes all personal safety gear and practice materials.

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
NV54978, 04/06, 9:00 AM to 4:00 PM 04/07, 9:00 AM to 4:00 PM 04/08, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, Room T403
Instructor: Joseph Demeter
Fee: 0
Notes: Course meets for 3 sessions. Tech Hall parking is between Founders Hall and Tech Hall coming into the Waterbury Campus from the East Entrance. No parking permit required. Lunch options close by the campus off of Chase Parkway in either direction. Attending ALL classes is required for certificate of completion.

Workplace Safety-OSHA 10

Learn several tips and techniques to enhance your personal safety in the workplace. Skilled workers and trade professionals will learn General Industry Standards for safety and health issues, and will earn the 10-hour OSHA certification that is recognized throughout the United States. Designed to promote safety compliance on the job and empower workers to become partners with management in building a workplace culture of safety. Topics include OSHA standards; electrical safety; fire prevention and protection; personal protective equipment; fall prevention and protection; flammable and combustible materials handling, storage, use and disposal; hand and power tools; scaffolds, cranes, derricks, hoists, elevators and conveyors; excavations; and stairways and ladders. Upon completion of this 10-hour course (there is no testing; attendance and participation is of primary importance), Occupational Safety and Health Administration (OSHA) certification will be provided. Who should take this course: Anyone working in facility maintenance of any kind (indoor and outdoor), security, general services, as well as state employees who operate agency trucks or equipment.

Required text: None

Prerequisite: None CEUs: 1

Course # , Date(s) Time
MA54960, 04/02, 8:30 AM to 2:30 PM 04/03, 8:30 AM to 2:30 PM
College, Campus & Room:
MA, Student Services Center, SSC L240
Instructor: Peter Kelly
Fee: 0
Notes:

Individual Application Form for CEUI / Technical Courses

NP-2 Bargaining Unit Members Only—For Agency Internal Use

Important! This form is for CEUI / Technical courses ONLY and for NP-2 Bargaining Unit Members. Seat requests must be submitted by agency-designated “Training Approval Officers” or they will not be accepted. Once your Training Approval Officer learns which seats have been assigned, he or she will confirm the status of your request. If you do not hear anything from your Training Approval Officer within a week of your course start date, contact them or your supervisor to ask if your seat has been assigned.

APPLICANT INFORMATION – PLEASE PRINT CLEARLY!

Applicant Name (First, Middle Initial, Last): _____

Job Title: _____

Agency Name: _____

Work Telephone Number: _____ Length of Service / Date of Hire: _____

COURSE INFORMATION:

Listed below are the courses available this term. Put a check in the box next to the course(s) you would like to apply for. In the right hand column, indicate whether you meet the prerequisites for each class. **Register only for classes you can reasonably attend in any one term!**

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		ESSENTIAL BUSINESS SKILLS				
	Yes__ NO__ N/A	A Safe Work Environment: Take Control of Your Security	MA	54	964	5/11
	Yes__ NO__ N/A	Balancing Time, Priorities and Productivity	MA	54	967	6/2
	Yes__ NO__ N/A	CPR, AED and Basic First Aid Care	MA	54	961	4/16
	Yes__ NO__ N/A	Financial Literacy: Knowledge that Pays for Itself	MA	54	965	5/28
	Yes__ NO__ N/A	Professionalism, Etiquette & Conflict Management	MA	54	968	6/5
	Yes__ NO__ N/A	Retirement: Ready or Not?	MA	54	963	5/4
	Yes__ NO__ N/A	Working with Different Generations in the Workforce	MA	54	962	4/29
		DEVELOPING LEADERSHIP SKILLS				
	Yes__ NO__ N/A	First Time Supervisor-Management Trng. I	GW	54	854	3/12; 3/13
	Yes__ NO__ N/A	First Time Supervisor – Management Trng II	GW	54	856	4/23; 4/24
	Yes__ NO__ N/A	Supervisor’s Toolbox	MA	54	969	6/16
	Yes__ NO__ N/A	Transitioning from Peer to Supervisor	CA	54	957	4/1

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		TECHNOLOGY ADVANCEMENT				
	Yes__ NO__ N/A	Excel 2016: Intermediate	CA	54	954	5/29
	Yes__ NO__ N/A	Excel 2016: Introduction	CA	54	953	4/24
	Yes__ NO__ N/A	Word 2016: Introduction	CA	54	958	6/19
		TRADE SKILLS				
	Yes__ NO__ N/A	Basic Repairs in Commercial Buildings	MA	54	966	5/29
	Yes__ NO__ N/A	Blueprint Reading @Gateway	GW	54	864	5/1
	Yes__ NO__ N/A	Blueprint Reading @Capital	CA	54	952	5/14; 5/28
	Yes__ NO__ N/A	Heartsaver First Aid CPR AED	CA	54	955	5/15
	Yes__ NO__ N/A	HVAC Air Conditioning & Maintenance	GW	54	863	5/8
	Yes__ NO__ N/A	HVAC Commercial Refrigeration	GW	54	862	4/24
	Yes__ NO__ N/A	HVAC Essentials Gas-Field Training Skills	GW	54	860	4/10
	Yes__ NO__ N/A	HVAC Maintenance & Repair	GW	54	861	4/17
	Yes__ NO__ N/A	HVAC Steam & Hydronic	GW	54	858	4/3
	Yes__ NO__ N/A	Introduction to Construction Management	CA	54	956	6/5
	Yes__ NO__ N/A	T,L, C and E License Required Electrical Training for 2020	TX	54	959	5/1
	Yes__ NO__ N/A	Welding I	AS	54	976	5/19; 5/20; 5/21
	Yes__ NO__ N/A	Welding II	AS	54	977	5/26; 5/27; 5/28
	Yes__ NO__ N/A	Welding Processes I	NV	54	978	4/6; 4/7; 4/8
	Yes__ NO__ N/A	Workplace Safety-OSHA 10	MA	54	960	4/2; 4/3

SUPERVISOR'S APPROVAL:

Most agencies require that Supervisor's Approval must be obtained prior to submitting applications to Training Approval Officers.

Supervisor Name: _____ Telephone Number: _____

Signature: _____ Date _____