



CEUI/TECHNICAL COURSES

FOR NP-2 BARGAINING UNIT MEMBERS

Spring 2018

Agency Registration Deadline: 3/16 /2018

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 wide variety of training opportunities to CEUI union members. This catalog includes courses that will help your staff enhance their skills. All agencies and employees at all levels are encouraged to participate!

What's NEW this term?

- Prioritizing: Getting The Most From Our Personal and Professional Lives
- Professionalism, Etiquette & Conflict Management

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. Don't know who your TAO is? Please check our website <http://bor.ct.edu/in-service/> or call 860-723-0602.

We look forward to serving you this Spring!

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Agency Registration Deadline 03/16/18
Training Approval Officers notify employees of seat reservations and provide maps
& directions to each college beginning03/26/18
Seat reservations available on a space available basis after the close of registration by contacting
the In-Service Coordinator

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.

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/inservice/>

Maps and Directions: <https://bor.ct.edu/inservice/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
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
		10 Alcap Ridge Road Cromwell, CT
NVCC	Waterbury	750 Chase Parkway Waterbury, CT 06708

Essential Business Skills

Creativity and Problem Solving

Every organization, regardless of size, leadership, or competence, will face challenges. These challenges can prevent staff members from working together and keep projects from moving forward which, in turn, can affect productivity and hamper mission-effectiveness. Creativity and problem solving are directly related. When presented with a problem or challenge, we tend to think inside the box, which can prevent us from exploring novel and creative solutions.

Developing creativity in the workplace provides your organization with a new set of tools to find solutions and improve productivity. Develop your creativity and learn to think outside the box.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA54177, 06/13, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Domenic Gugliotti
Fee: 0
Notes:

Feeling Great at Work

Learn to navigate through tough situations, such as disagreements with co-workers, uncertainty about position, and anxiety in approaching leadership. Attitude can make or break a career, and it's a fact that 85% of the workforce is unhappy in their current job. Events that cause stress and lead to poor job performance can be easily controlled. With the correct attitude, the path to greater success and job satisfaction are within reach. This is a 2-day class.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
CA54180, 06/12, 9:00 AM to 4:00 PM 06/19, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Room 307
Instructor: Mark Petruzzi
Fee: 0
Notes: 2-day class meets on 06/12/18 & 06/19/18

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
MA54186, 05/17, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Paul Howard
Fee: 0
Notes:

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
CA54175, 05/11, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 303
Instructor: Cecile Bailey
Fee: 0
Notes:

Prioritizing: Getting The Most From Our Personal and Professional Lives - NEW!

Human beings have a limited amount of time and energy to direct toward important personal and professional goals. Being able to reach your goals in personal and professional endeavors requires acceptance that they are inseparably intertwined. A satisfying and well managed personal life inspires a satisfying and well managed professional life and vice versa. The sheer multitude of "work/life balance" seminars, podcasts, and videos, can make it difficult to envision what balance looks like and even more difficult to develop and enact a vision. This seminar guides you through time and energy evaluation techniques and is uniquely situated with an anti "one-size-fits-all" philosophy. Five pillars drive the activities and exercises in this seminar: scientific reflection, evaluation, selection, realism planning, and daily delivery. This seminar is designed for you to learn how to take stock of your personal and professional lives in an unbiased manner, formulate changes, and live a life where you comfortably balance your time and energy. (Replaces Balancing Time, Priorities and Productivity)

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA54173, 06/07, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Michael Miller
Fee: 0
Notes:

Professionalism, Etiquette & Conflict Management - NEW!

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. You will learn about key steps to take and develop skills to be more effective. The program is available to people at all levels in the organization.

Required text: None

Prerequisite: None CEUs: 0.4

Course # , Date(s) Time
MA54172, 04/18, 8:30 AM to 12:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Ralph Braithwaite
Fee: 0
Notes: Course meets 4 hours - 8:30am-12:30pm

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 counseling), 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
MA54185, 05/11, 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

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
CA54176, 04/25, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Christopher Service, Sr.
Fee: 0
Notes:

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: Basic Excel skills CEUs: 0.6

Course # , Date(s) Time
CA54187, 05/04, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 616
Instructor: Michael Montgomery
Fee: 0
Notes:

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
CA54181, 04/27, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 616
Instructor: Michael Montgomery
Fee: 0
Notes:

Word 2013: 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
CA54182, 06/01, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 616
Instructor: Michael Montgomery
Fee: 0
Notes:

Word: Introduction

In this course we develop experience with Word's powerful ability to create, format, and edit documents. Learn how to use TABS and INDENTS correctly. Learn keyboard shortcuts to cut, copy, and paste. Other commands will be reviewed including: printing and formatting. Although this course uses Word 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Instructor provides handouts.

Required text: None

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

Course # , Date(s) Time
MA54174, 06/05, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor: Steven Bloom
Fee: 0
Notes:

Trade Skills

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
GW54196, 06/01, 9:00 AM to 3:00 PM
College, Campus & Room:
GW, New Haven, Room N101
Instructor: Mike Sola
Fee: 0
Notes: FREE parking in Temple Garage. Bring ticket in for validation.

AutoCAD I

Learn the fundamentals of Computer-Aided Design and Drafting (CAD) in this hands-on training course. In this 2-day class, students will learn 3D and 2D rendering with Autodesk AutoCAD, as well as basic object and geometric construction, editing tools, object properties and organization, orthographic views in multi-view drawings, basic dimensioning and note.

Required text: None

Prerequisite: Basic Windows, computer skills CEUs: 1.2

Course # , Date(s) Time
CA54183, 06/04, 9:00 AM to 4:00 PM 06/11, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 602
Instructor: Nathan Tuttle
Fee: 0
Notes: 2-day class. Meets on 06/04/18 & 06/11/18

Blue Print 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
GW54193, 05/11, 9:00 AM to 3:00 PM
College, Campus & Room:
GW, New Haven, Room N101
Instructor: Mike Sola
Fee: 0
Notes: FREE Parking in Temple Garage. Bring ticket in 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
CA54184, 06/07, 9:00 AM to 4:00 PM 06/14, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Nathan Tuttle
Fee: 0
Notes: 2-day class. Meets on 06/07/18 & 06/14/18

CDL Class B

This class includes 1 full day of classroom with written exam preparation and 30 hours of road training. Once all requirements are met: permit, completed physical and drug test and successfully passing of written exam, we will schedule DMV road test.

Required text: NA

Prerequisite: Completed physical and drug test at DMV approved testing site. CEUs: 3

Course # , Date(s) Time
GW54198, 05/07, 9:00 AM to 2:00 PM
College, Campus & Room:
GW, New Haven, Room N101
Instructor:
Fee: 0
Notes: Classroom hours at Gateway in New Haven. Road training and testing will be in Cromwell.

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: NA

Prerequisite: NA CEUs: 0.6

Course # , Date(s) Time
GW54197, 06/08, 9:00 AM to 3:00 PM
College, Campus & Room:
GW, New Haven, Room N101
Instructor: Mike Sola
Fee: 0
Notes: FREE Parking in Temple Garage. Bring ticket in for validation.

Green Construction Materials

This course introduces sustainable green building. Main focus will be on sustainable materials which are environmental friendly. Topics such as site selection, energy efficiency, material selection, water efficiency, and Leadership in Energy and Environmental Design (LEED) building certification will be discussed.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA54178, 06/06, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Jameelah Muhammad
Fee: 0
Notes:

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
CA54179, 05/03, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Jameelah Muhammad
Fee: 0
Notes:

Sheet Metal and Duct Work

Sheet Metal workers make, install, and maintain heating, ventilation, and air-conditioning duct systems. Participants in this class will be introduced to the safe use of sheet metal tools and will construct basic sheet metal fittings commonly needed to install HVAC duct systems.

Required text: Location: 10 Alcap Rd., Cromwell, CT 06416

Prerequisite: NA CEUs: 0.6

Course # , Date(s) Time
GW54188, 04/27, 9:00 AM to 3:00 PM
College, Campus & Room:
GW, 10 Alcap Rd., Cromwell, TRN
Instructor: Mike Sola
Fee: 0
Notes: Please note that this training takes place offsite at lab.

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.

Required text: NA

Prerequisite: NA CEUs: 0.6

Course # , Date(s) Time
GW54195, 05/18, 9:00 AM to 3:00 PM
College, Campus & Room:
GW, New Haven, Room N101
Instructor: Mike Sola
Fee: 0
Notes: FREE Parking in Temple Garage. Bring ticket in for validation.

Welding Processes

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.

The cost of the course includes all personal safety gear and practice materials.

Required text: NA

Prerequisite: NA CEUs: 1.8

Course # , Date(s) Time
NV54199, 04/16, 9:00 AM to 4:00 PM 04/17, 9:00 AM to 4:00 PM 04/18, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, NVCC - Technology Hall, Room T430
Instructor: Joseph Demeter
Fee: 0
Notes: This is a three day course. Class dates: 4/16, 4/17 and 4/18

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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	Creativity and Problem Solving	CA	54	177	06/13
	Yes__ NO__ N/A	Feeling Great at Work	CA	54	180	06/12 and 06/19
	Yes__ NO__ N/A	Financial Literacy: Knowledge that Pays for Itself	MA	54	186	05/17
	Yes NO N/A	Heartsaver First Aid CPR AED	CA	54	175	05/11
	Yes__ NO__ N/A	Prioritizing: Getting the Most From Our Personal and Professional Lives	MA	54	173	06/07
	Yes__ NO__ N/A	Professionalism, Etiquette & Conflict Management	MA	54	172	04/18
	Yes NO N/A	Retirement: Ready or Not?	MA	54	185	05/11
		DEVELOPING LEADERSHIP SKILLS				
	Yes__ NO__ N/A	Transitioning from Peer to Supervisor	CA	54	176	04/25
		TECHNOLOGY ADVANCEMENT				
	Yes__ NO__ N/A	Excel 2016: Intermediate	CA	54	187	05/04
	Yes__ NO__ N/A	Excel 2016: Introduction	CA	54	181	04/27

Check below to apply	Have you met all prerequisites listed?			Course Title	Course #			Courses Date(s)
	Yes	NO	NA					
	Yes	NO	NA	Word 2013: Introduction	CA	54	182	06/01
	Yes	NO	N/A	Word: Introduction	MA	54	174	06/05
				TRADE SKILLS				
	Yes	NO	N/A	Air Conditioning & Maintenance	GW	54	196	06/01
	Yes	NO	N/A	AutoCAD I	CA	54	183	06/04 and 06/11
	Yes	NO	N/A	Blueprint Reading @ Gateway	GW	54	193	05/11
	Yes	NO	N/A	Blueprint Reading @ Capital	CA	54	184	06/07 and 06/14
	Yes	NO	N/A	CDL Class B	GW	54	198	05/07
	Yes_	NO_	N/A	Commercial Refrigeration	GW	54	197	06/08
	Yes	NO	N/A	Green Construction Materials	GW	54	178	06/06
	Yes	NO	N/A	Introduction to Construction Management	CA	54	179	05/03
	Yes	NO	N/A	Sheet Metal and Duct Work	GW	54	188	04/27
	Yes	NO	N/A	Steam & Hydronics	GW	54	195	05/18
	Yes	NO	N/A	Welding Processes	NV	54	199	04/16, 04/17, 04/18

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 _____