



CONNECTICUT STATE
COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION

UConn
DEPARTMENT OF HUMAN RESOURCES

CEUI/TECHNICAL COURSES FOR NP-2 BARGAINING UNIT MEMBERS Fall 2016

UConn Registration Deadlines:

Employees –Submit your applications to your Department by 08/16/2016

***Departments-Submit your seat requests [online](#) to HR by 08/18/2016**

The Connecticut Employees Union Independent (CEUI) and Connecticut's Community College 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!

Registration Information for UConn NP-2/CEUI Employees

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! The learning of all participants is adversely affected by those who are unable to keep pace at the required skill level.

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.

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, Pam Heath-Johnston, UConn HR 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.*

Instructors

- Instructor names and biographies are published in the catalog. 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 510
MA	Manchester	60 Bidwell Street Great Path, P.O. Box 1046 Manchester, CT 06040
NV	Naugatuck Valley	750 Chase Parkway, Waterbury, CT 708
TX	Tunxis	<i>Bristol Campus:</i> 430 North Main Street Bristol, CT 06010

Directions are available on the In-Service Training website: <http://bor.ct.edu/in-service/>

What’s NEW this term?

- Bullying in the Workplace: What It Is and How to Stop It
- Communication Skills and Positive Results
- EPA 608 Refrigerant Certification
- First Aid and Tick Borne Diseases
- HVAC Sheet Metal & Duct Work
- HVAC Soldering & Braising
- Small Engine Repair

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Essential Business Skills

Bullying in the Workplace: What It Is and How to Stop It - NEW!

Does bullying end when we leave the school yard? Is it a problem that ends when adulthood begins? Unfortunately, the answer is "No." In this 6-hour course you will learn how bullying occurs in the workplace and what it consists of. You'll discover how bullying can connect to civil rights laws and how to respond if you or someone you know is being bullied at work. The format of the course is lecture, question and answer sessions and class discussion.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
MA73685, 10/06, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Ann-Marie DeGraffenreidt
Fee: 0
Notes:

Communication Skills and Positive Results - NEW!

Have you ever wondered about how you could have more positive and effective conversations with people in your life? Maybe you'd like to suggest changes while keeping relationships intact. Maybe you've wanted to better express your thoughts and motivate those around you. Here's an opportunity to learn strategies for planning, practicing, and revising personalized messages tailored to you and the people in your life. In this course, you'll discover how you can better manage outcomes and the unexpected. You'll learn why others may misinterpret or not get the messages you send. You'll explore how your communication approach impacts your interactions, relationships, and results. This engaging, interactive class will help participants develop new strategies designed for their personality type and situations. Workshop Objectives - You will learn to: think and speak more positively; be clear, concise, and articulate; organize your thoughts and ideas; develop communication goals - for positive outcomes; recognize different communication styles; and adjust your communication style based on the situation. If you're looking for genuine, positive changes in your communication, this is a course you'll want to attend.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
MA73687, 09/16, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Noreen Reilly
Fee: 0
Notes:

Effective Communication

Communication is an essential component to the success of your workplace. Conflicts, misunderstandings, and criticism can all affect the way your employees interact with each other. Whether you want your employees to learn how to listen to each other better or just get past their differences so they can get their jobs done, this workshop offers a number of communication skills, practical exercises designed to help you communicate more effectively. Learn how to use communication to improve teamwork and smooth over those "people problems" that can otherwise add stress and interfere with your subordinate's capability to do their best work. Learn skills that help you put aside your differences, control your emotions, and move forward.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
CA73624, 09/19, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 307
Instructor: Stanley Beckford
Fee: 0
Notes:

First Aid and Tick Borne Diseases - NEW

Heartsaver First Aid is a video-based, instructor-led course that teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services arrives. Students learn duties and responsibilities of first aid rescuers; first aid actions for medical emergencies, including severe choking, heart attack, and stroke; and skills for handling injury and environmental emergencies, including external bleeding, broken bones and sprains, and bites and stings. This course is for anyone with limited or no medical training who needs a course completion card in first aid to meet job, regulatory, or other requirements. Workers at risk of tick-borne diseases include, but are not limited to, those working in road crew construction, utility line work, landscaping, and brush clearing. Learn about diseases caused by tick-borne pathogens, the risks of exposure and infection and how to protect yourself before and after exposure. Many tick-borne diseases can have similar signs and symptoms. If you have been bitten by a tick, your symptoms may develop within a few weeks or go undiagnosed for even a longer period. You will be provided with an overview of Lyme disease, mode of transmission, incidence in rural areas of New England including the typical and the unusual presentations of Lyme and tick-borne infections, their diagnoses and treatments will be discussed. A Lyme and tick-borne infection questionnaire will be used as a diagnostic screening tool. You will learn about Integrative treatment solutions including antibiotics, detoxification, supplements, and herbal preparations for a comprehensive treatment strategy.

Required text: None

CEUs: 0.6

Prerequisite: Heartsaver will be offered in the morning and Tick Bourne Illness in the afternoon.

Course # , Date(s) Time
NW73682, 09/19, 8:30 AM to 3:30 PM
College, Campus & Room:
NW, Northwestern, Room GW306

Instructor: Jim Hutchison, Carla Hutt ND
Fee: 0
Notes: Greenwoods Hall (119 North Main Street, Winsted, CT

Retirement: Ready or Not?

Whether you are considering retirement in the next few months or the next few years, this course can help you prepare. As a state employee, you have some unique and specific factors to consider before making this important choice. Perhaps you have set aside the money you need, and are 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 are 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 will 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.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA73688, 10/24, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Student Services Center, SSC L240
Instructor: Ralph Braithwaite
Fee: 0
Notes:

Developing Leadership Skills

Effective Leadership Techniques for Women

This session is designed to help women assess their current leadership skills and improve those that they see as needing the most improvement. It stresses confidence, power and the natural skills that women bring to leadership. The session also helps women become more successful solving problems, dealing with conflicts, making decisions, working through interactions that make them feel powerless, and dealing with difficult people. Techniques for ways to manage conflicting priorities are also discussed.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
NV73564, 09/28, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, NVCC, Room T641

Instructor: Amy Blackwood
Fee: 0
Notes:

Leading a Diverse Workforce

Diversity in the workplace is growing everyday as technology, travel, immigration, and social trends bring us all closer and closer together. Participants will explore the myriad diversities of age, race/ethnicity, religion, disability, and sexual preference that is part of our daily workplace interactions. Participants will examine ways to heighten their diversity and cultural awareness, to understand how this diversity strengthens the workplace, and to bridge communication gaps to create a more effective workforce.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA73634, 11/14/16, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 316
Instructor: Stanley Beckford
Fee: 0
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 employees' 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
CA73625, 10/03/16, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 307
Instructor: Christopher Service, Sr.
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
CA73613, 10/07, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 307
Instructor: Christopher Service, Sr.
Fee: 0
Notes:

Technology Advancement

Basic Computer Skills

This hands-on course will focus on the most common tasks that are likely to immediately improve your efficiency. Using Outlook 2013 and Excel 2013, easily process the information you receive in an efficient manner. Learn basic Excel skills (managing column widths, borders, auto sum, etc.), create folders in the file system and learn how to save a spreadsheet to a specific folder instead of the desktop, log voice messages in Excel 2013 and attach that spreadsheet to an email, manage emails by creating subfolders in your inbox, create contacts and drag onto email for fast email addressing, search email folders and contacts, set up a meeting using Outlook, check scheduling for availability of attendees, change meeting times or propose a new meeting day and time in Outlook, and manage calendar and alerts.

Required text: None

Prerequisite: Basic keyboard and mouse skills. CEUs: 1.2

Course # , Date(s) Time
MA73686, 10/18, 8:30 AM to 3:30 PM 10/25, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor: Steven Bloom
Fee: 0
Notes: Course meets for 2 sessions: 10/18, 10/25

Excel 2013: 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
CA73621, 09/23, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 616
Instructor: STAFF
Fee: 0
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; print and text formatting.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA73623, 10/14, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 316
Instructor: STAFF
Fee: 0
Notes:

Trade Skills

AutoCAD 2D: Introduction

This course is an introduction to the techniques of generating representational two-dimensional graphics using Autodesk's AutoCAD software. Topics will include basic two-dimensional geometric construction, creation and management of layers, template creation, line weights, dimensioning and other essential skills for using AutoCAD as a two-dimensional design tool.

Required text: None

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

Course # , Date(s) Time
MA73684, 10/11, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor: Steven Bloom
Fee: 0
Notes:

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
CA73614, 12/22, 9:00 AM to 4:00 PM 12/29, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 602
Instructor: STAFF
Fee: 0
Notes:

Basic Electricity

This course is an overview of electrical concepts. The course will introduce the student to the nature of electricity, basic circuits--parallel and series-parallel-and more advanced circuits-transformers, RL and RLC. It will also cover scientific notation, electrical structure, voltage, current, resistance and measurement. There will be hands-on components incorporated with the instruction. Students will be able to: demonstrate an understanding of the atomic structure, nature and flow of electricity, compute total resistance and troubleshoot a combination circuit, demonstrate an understanding of transformers. Course is 18 hours

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS73508, 12/20/16, 9:00 AM to 4:00 PM 12/22/16, 9:00 AM to 4:00 PM 12/23/16, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, Room
Instructor: Gary Revicki
Fee: 0
Notes: Class meets 12/20, 12/22, 12/23

Blueprint Reading

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
CA73615, 12/09/16, 9:00 AM to 4:00 PM 12/16/16, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 307
Instructor: Barry Hammons
Fee: 0
Notes: Class meets 12/9, 12/16

Edible Landscapes, School Yards and Community Gardens

More and more facilities are considering landscaping with fruit bearing trees and shrubs as well as building community gardens and edibles in their school yards. This two-day course will cover the foundations and considerations of establishing and maintaining these edibles. Documents and resources will be available for further research and implementation of these programs. At the end of the two days students will have a clear view of the potential for their own application.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
MA73690, 10/26/16, 8:30 AM to 3:30 PM 10/27/16, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Bettylou Sandy
Fee: 0
Notes: Course meets for 2 sessions: 10/26, 10/27

EPA 608 Refrigerant Certification - NEW

Section 608 of the US Federal Clean Air Act requires all persons who work with regulated refrigerants to be certified. Successful completion of this course and a proctored exam will result in the student earning an EPA certification for ozone depletion, EPA Type I (small appliances), EPA Type II (high pressure), and EPA Type III (low pressure). This class will cover EPA section 608 regulations, Clean Air Act & Montreal Protocol, refrigeration, recovery techniques & requirements, recharging techniques, dehydration evacuation, substitute refrigerants & oils, leak detection, leak repair requirements, shipping, and safety.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
GW73694, 09/16/16, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N102
Instructor: Mike Sola
Fee: 0
Notes: FREE Parking in Temple Garage and easy on/off highway access. Beautiful state of the art campus in the heart of downtown New Haven.

Garden Design Basics

This course will cover the fundamentals of creating the right garden for a specific area. Each student will be exposed to how to assess a space in order to determine if and how to include perennials, shrubs, rocks, and trees. Students will also learn how to consider the contour of the land, light, shade and function of the space. All levels of gardening skills are welcome.

Required text: None Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
MA73689, 11/17/16, 8:30 AM to 3:30 PM 11/18/16, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Bettylou Sandy
Fee: 0
Notes: Course meets for 2 sessions: 11/17, 11/18

General Building Trades

This course introduces the construction process and professional building trades. Topics include the building process, materials, building systems, and professional trades, roles and responsibilities. There will also be a focus on building maintenance; students will discuss carpentry, plumbing, electricity, air conditioning, masonry, and painting, as well as about landscape maintenance, lawn care, shop maintenance. If you are interested in improving your understanding of building maintenance, then this is the class for you!

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA73617, 11/07/16, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 316
Instructor: STAFF
Fee: 0
Notes:

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
CA73619, 10/28/16, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 307
Instructor: STAFF
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. Features: Video-based course ensures consistency, Instructor-led, hands-on class format reinforces skills proficiency. Student manual comes with a new Heartsaver First Aid Quick Reference Guide that summarizes first aid actions for many injuries and illnesses. Course is updated with the new science.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
CA73630, 11/18, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 316
Instructor: Cecile Bailey
Fee: 0
Notes:

HVAC Air Conditioning and 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 and 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
GW73693, 11/04/16, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N102
Instructor: Mike Sola
Fee: 0
Notes: FREE Parking in Temple Garage and easy on/off highway access. Beautiful state of the art campus in the heart of downtown New Haven.

HVAC Building Electrical Boards

This class will teach the theory of a control circuitry-wiring diagram. The participants will then build a training board incorporating the controls discussed in class. This course will also cover electron theory, the structure of atoms, electromagnetism, inductance, insulators, and resistance. Students learn Ohm's law, series, parallel, and series/parallel circuits.

Required text: None

Prerequisite: The prerequisite for this class is HVAC Maintenance & Repair. CEUs: 0.6

Course # , Date(s) Time
GW73702, 12/16/16, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, 10 Alcap Ridge, Cromwell, Lab
Instructor: Mike Sola
Fee: 0
Notes: Offsite Training Location: 10 Alcap Ridge, Cromwell, CT

HVAC Commercial Refrigeration

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
GW73701, 12/02/16, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway New Haven, Room N102
Instructor: Mike Sola
Fee: 0
Notes: FREE Parking in Temple Garage and easy on/off highway access. Beautiful state of the art campus in the heart of downtown New Haven.

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. Topics include: Electrical troubleshooting; Gas combustion; Venting; Wiring and controls.

Required text: None

Prerequisite: The prerequisite for this class is Steam & Hydronics class taken in past years or in this term. CEUs: 0.6

Course # , Date(s) Time
GW73696, 09/30/16, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, 10 Alcap Ridge, Cromwell, Lab
Instructor: Mike Sola
Fee: 0
Notes: Offsite Training Location: 10 Alcap Ridge, Cromwell, CT

HVAC Maintenance & Repair

Every commercial building in the country has either a gas or 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 tests 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
GW73697, 10/07/16, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway New Haven, Room N102
Instructor: Mike Sola
Fee: 0
Notes:

HVAC Sheet Metal & Duct Work - NEW

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. This class will cover the following: Sheet metal design and fabrication; Sheet metal fitting techniques; Commercial and residential duct system design and application.

Required text: None

Prerequisite: The prerequisite for this class is Air Conditioning & Maintenance and/or Commercial Refrigeration. CEUs: 0.6

Course # , Date(s) Time
GW73700, 11/18/16, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, 10 Alcap Ridge, Cromwell, Lab
Instructor: Mike Sola
Fee: 0
Notes: Offsite Training Location: 10 Alcap Ridge, Cromwell, CT

HVAC Soldering & Braising - NEW

The class covers brazing and soldering fundamentals and is designed to help participants with day-to-day brazing operations offering practical insight and a solid foundation in brazing fundamentals. This is a hands-on experience that will teach: Brazing terminology and definitions - A basic overview of brazing providing personnel a better understanding of the joining method they are employing. Fundamentals of Brazing - The six steps in brazing that if followed correctly will produce consistent high quality braze joints. Discussion will cover proper heating, alloy application and procedures for torch brazing. Base Metals - Base metals commonly used in the HVAC/R industry. Choosing the Appropriate Filler Metal and Flux - Suggested braze alloys and fluxes for different base metal combinations. Torch Safety - Safe brazing practices and proper handling of brazing equipment. Hands on Torch Brazing Demonstration and Training. Required text: None

Prerequisite: The prerequisite for this class is HVAC Maintenance & Repair. CEUs: 0.6

Course # , Date(s) Time
GW73699, 10/28/16, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, 10 Alcap Ridge, Cromwell, Lab
Instructor: Mike Sola
Fee: 0
Notes: Offsite Training Location: 10 Alcap Ridge, Cromwell, CT

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.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
GW73535, 09/02/16, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway, New Haven, Room N102
Instructor: Mike Sola
Fee: 0
Notes: FREE Parking in Temple Garage and easy on/off highway access. Beautiful state of the art campus in the heart of downtown New Haven.

Industrial Motor Skills

The process of motor control is integral to the flow of the production from raw material to finished product. This course will familiarize the student with the following: principles of solid-state control devices and their components; AC and DC motor controls; motor drives; control circuits; motor starters and pilot devices. Course is 18 hours

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS73510, 12/27/16, 9:00 AM to 4:00 PM 12/29/16, 9:00 AM to 4:00 PM 12/30/16, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, Room
Instructor: Gary Revicki
Fee: 0
Notes: Class meets 12/27, 12/29, 12/30

Landscape Plants and Design

Although most landscape design courses require hands-on experience, you can still learn about the fundamentals in this one-day class. This class will discuss vocabulary, materials, and methods for designing gardens. Participants will learn about the varieties of plants, shrubs, and trees that are resilient in our area, and low maintenance for the landscape. We will also look at different options and characteristics of a landscape as well as ways to improve the view of an area.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
CA73620, 12/27/16, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 316
Instructor: STAFF
Fee: 0
Notes:

Leadership for Project Management

Project management leadership skills differ from other leadership skills. A project manager is responsible for managing the project, and the successful completion of it, depends on his ability to look at the big picture. As a project manager, you must have the ability to engage all members of the team, and the other stakeholders involved in the project. They must have excellent communication skills and be able to get other members to collaborate. A project manager must be able to guide the other members of the team. They must possess integrity, enthusiasm, empathy, team-building and problem solving skills.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA73629, 12/12/16, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 307
Instructor: Stanley Beckford
Fee: 0
Notes:

Organic Lawn Care

Lawns are the foundation of most landscapes. By using organic methods on most lawns they will look more lush, need less care, cost less and be healthier for the people who enjoy them. In this course we will discuss the benefits of soil health, grass types, root structure, PH testing, fertility and weed identification and treatment. Outdoor demonstrations and equipment review will also be provided.

Required text: None

Prerequisite: Experience in grounds maintenance. CEUs: 0.6

Course # , Date(s) Time
MA73691, 09/21/16, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Bettylou Sandy
Fee: 0
Notes:

OSHA 10

This Outreach Training Program meets the criteria outlined by OSHA's outreach training initiative. It is ideal for all construction workers, including project managers and superintendents. Each student who successfully completes the program will receive a completion card issued by the US Department of Labor. Learning objectives: - Introduction to OSHA - Electrical Safety - Fall Protection - Power Tool Safety - Stair & Ladder - Fire Protection - Safety - Scaffolding - HAZCOMM - Material Handling & Storage - Ergonomics - Personal Protective Equipment (PPE) - Confined Spaces - Trenching & Excavation
Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX73683, 09/29/16, 8:30 AM to 3:30 PM 09/30/16, 8:30 AM to 12:30 PM
College, Campus & Room:
TX, Tunxis@Bristol, Room 1
Instructor: David Stevens
Fee: 0
Notes: Course location: 430 North Main Street, Bristol, CT 860 314-4700

Small Engine Repair - NEW

The Small Engine Repair & Technology series provides classroom and hands-on training to learn inspection, service and repair of motorized power equipment including power tools, generators, snow blowers, lawn mowers, tractors, watercraft and marine engines. Curriculum aligns with subject matter competencies under the Equipment and Engine Training Council (EETC) Certification(s) in 2-Stroke, 4-Stroke and Electrical. Gateway is an approved EETC testing site. Please note that this course will run from September 7 to December 7 on Monday and Wednesday nights.
Required text: None
Prerequisite: Commitment to the 14 weeks, two nights per week. CEUs: 9.2

Course # , Date(s) Time
GW73711, 09/07/16, 5:30 PM to 8:30 PM 09/12/16, 5:30 PM to 8:30 PM 09/14/16, 5:30 PM to 8:30 PM 09/19/16, 5:30 PM to 8:30 PM 09/21/16, 5:30 PM to 8:30 PM 09/26/16, 5:30 PM to 8:30 PM 09/28/16, 5:30 PM to 8:30 PM 10/03/16, 5:30 PM to 8:30 PM 10/05/16, 5:30 PM to 8:30 PM 10/12/16, 5:30 PM to 8:30 PM
College, Campus & Room:
GW, North Haven, Lab
Instructor: Scott McFarland
Fee:

Notes: Course will be held at GWCC North Haven Campus located at 88 Bassett Rd, North Haven for two nights per week (Monday and Wednesday) for 14 weeks in the evening beginning September 7 to December 7.

Transplanting Perennials and Shrubs

Fall is the best time to transplant shrubs, trees and perennials to improve placement for reduced maintenance. Fall is also the best time to divide perennials for better performance next year. We will discuss the nature of trees, shrubs and perennials and methods for determining the best ways to care for them. Proper placement for future growth needs, minimum care requirements and best "show" in the landscape will be covered. Outside the classroom we will divide and transplant perennials and move some shrubs to apply what we learned in the classroom.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA73692, 09/29/16, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Bettylou Sandy
Fee: 0
Notes:

Welding I

Introduction to welding safety, equipment safety, ARC welding and general knowledge and fabrication. Course requires the use of safety equipment or physical requirements of walking, standing, stretching, lifting etc. On completion students will be able to: Recognize safety hazards in the shop environment and perform basic welds. Course is 18 hours

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS73507, 12/20/16, 9:00 AM to 4:00 PM 12/22/16, 9:00 AM to 4:00 PM 12/23/16, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, Room
Instructor: Steve Goodrow
Fee:
Notes: Class meets 12/20, 12/22, 12/23

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. Course requires the use of safety equipment or physical requirements of walking, standing, stretching, lifting etc. Materials included. Course is 18 hours

Required text: None

Prerequisite: Welding I CEUs: 1.8

Course # , Date(s) Time
AS73509, 12/27/16, 9:00 AM to 4:00 PM 12/29/16, 9:00 AM to 4:00 PM 12/30/16, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, Room
Instructor: Steve Goodrow
Fee: 0
Notes: Class meets 12/27, 12/29, 12/30

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
NV73560, 11/07/16, 9:00 AM to 4:00 PM, 11/8/16, 9:00 AM to 4:00 PM, 11/9/16, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, NVCC, Room T403
Instructor: Joseph Demeter
Fee: 0
Notes: This course meets for three sessions: 11/07, 11/8, 11/9 - MTW

Welding Processes II

This follow up to Welding Processes I will help students further their knowledge of SMAW, GMAW, and GTAW welding. Plasma cutting will also be covered. The cost of the course includes all personal safety gear and practice materials.

Required text: None

Prerequisite: Welding Processes I or equivalent experience. CEUs: 1.8

Course # , Date(s) Time
NV73562, 11/28, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, NVCC, Room T403
Instructor: Joseph Demeter
Fee: 0
Notes: This course meets for three sessions: 11/28, 11/29, 11/30 - MTW

Instructor Biographies

Bailey, Cecile

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.

Bloom, Steven

Steven Bloom, M.Ed., currently teaches AutoCAD at Manchester Community College for both Credit and Continuing Education Divisions. He has extensive experience teaching Microsoft Office products as well. Steven has developed and presented educational material for several Fortune 500 companies.

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).

DeGraffenreidt, Ann-Marie

Ann-Marie DeGraffenreidt was the Director of Program Development within the Education Division of the CT Department of Children and Families. After graduating from Yale, she earned her JD from New York University School of Law. She is admitted to the practice of law in Connecticut and Indiana. Throughout her legal career, she has concentrated on the intersection of child welfare (including juvenile delinquency), mental health, and education. She has represented the State of Connecticut, local school districts, and children prior to working for DCF. In addition, she has taught on the college level and currently teaches about law and education on the graduate level. She has presented at state and national conferences and has collaborated on a book chapter, concerning ethical and legal considerations for counseling professionals.

Demeter, Joseph

Joe is a member of the United Association Plumbers and Pipefitters Local 777. He holds a Connecticut (S-2) Unlimited Heating, Piping, and Cooling Journeyman license. He has over 40 years' experience in the field and has taught for the Plumber and Steamfitters Apprenticeship Program and as an adjunct instructor at NVCC.

Electrical Contractors, Independent

IEC-NE is a recognized provider of continuing education required for license renewal in

Connecticut, Massachusetts and Rhode Island. They have the most knowledgeable and talented instructors in the area.

Goodrow, Steve

Steve has worked in the welding field for twenty-six years. He worked for Northeast Utilities, Abide, Inc. and owned and operated his own design and fabrication company for seventeen (17) years. He has worked for Asnuntuck Community College for the last five (5) years and has been instrumental in developing and operating the Welding Program as well as designing and overseeing the construction of the welding facility at the College. He is certified in structural code, bridge code and nuclear pipe welding.

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.

Hammons, Barry

Barry Hammons has owned his private construction firm for over 20 years. He has a undergraduate degree (BS) in Mathematics from the University of California at Irvine, an undergraduate degree (BS) in Civil Engineering from the University of New Haven and a Masters Degree in Environmental Engineering from the University of New Haven. He is licensed as a Professional Engineer and a Land Surveyor in Connecticut and in the state of New York; and is a member of ACSCE and CALS. Barry has taught university level courses for over 10 years.

Muhammad, Jameelah

Mrs. Muhammad holds a B.S. in Biology and Environmental Health from Oakland University, with a specialization in Resource Management. She also holds a M.A. in Labor Studies from The City University of New York. She has completed courses at Fordham University in Adolescent Education/Teaching and Curriculum Design, and is a certified ROOTS of Success Environmental Literacy Instructor. She is an alumna from the Green for All Fellowship Program and has done climate justice advocacy work nationally and internationally. Most recently she has traveled to Bolivia, South Africa, and Qatar for her work on community based solutions to environmental issues and community economic projects. Some of her work includes serving as a Community School Director for Hartford Public Schools and as an Adjunct Lecturer at Bronx Community College. From late 2010-2012 she was the Community Program Coordinator at the Center for Sustainable Energy at Bronx Community College (CUNY) where she worked on various green building and green economy initiatives for the city of New York. She also advises several community education projects. Although she is very passionate about environmental issues; education, access to higher education, and youth leadership development are something that she has always integrated into her work. She has served as a Mentor and Program Director on several programs for middle school, high school, and collegiate levels. She has also helped develop community partnerships between educational institutions in the Greater New York and Hartford Area, providing programming, scholarship opportunities, and enrichment programs for both youth and adults in her community.

Reilly, Noreen

Noreen Reilly brings over 20 years of business experience to the training arena. She has a Bachelor's degree in business from Bryant University. Noreen has completed extensive graduate work in psychology and has done her own independent studies in cognitive development. She is a former board member of the New England Chapter of the National Speakers Association.

Revicki, Gary

Soon after graduation, he was employed beginning in 1975 by A-Copy and accepted the responsibility to be their on-site coordinator of the production center at Wesleyan University in Middletown, CT. After five years, he accepted a more challenging position with the Wang Computer Corporation as a field technician and worked in close tandem with a number of insurance companies and law firms in the greater Hartford community. In the ensuing years, he gained additional field and service experiences in a myriad of electronics-related technologies through employment in the last 20 years with Deltec Corporation, Wang/Getronics, and DST Output. I have been involved with Ernie Canterbury and the Asnuntuck Community College Electronics and Electro-Mechanical programs for more than two years in a myriad of responsibilities.

Sandy, Bettylou

Bettylou Sandy is owner of a gardening business in Manchester and has offered gardening and landscaping seminars throughout Connecticut and Rhode Island since 1987. She is also an accredited land care professional through Northeast Organic Farmers Association (NOFA) and on the board of directors for the CT Community Gardening Association and NOFA.

Service, Sr., Christopher

Christopher Service is a Retired Revenue Examiner for the State of Connecticut. He is a certified teacher with a Master's Degree in Management and Bachelor's Degree in Sociology/Business. Presently he is an adjunct instructor at Capital Community College, teaching management and career preparation courses. Christopher has taught developmental courses at Goodwin College.

Siena, Richard

Richard Siena has 27 years of police experience, including being a commander and instructor. For the last 7 years, he has owned a private investigation firm that conducts security assessments, executive protection and tactical security training, and criminal/civil investigations.

Sole, Mike

Mike started his HVAC career in the U.S.A.F working and servicing heating and cooling systems as well as pressurization on cargo aircraft. He received an Honorable discharge in 1983. He attended TCI Technical School that same year and landed a job at Climate Engineering in Milford working on transport refrigeration. As an employee of Environmental Engineering, he performed all types of service and repairs and maintenance on commercial and industrial heating and cooling systems, from large boilers to drinking fountains. He has also worked for Apollo refrigeration, B G Mechanical in Windsor CT and Honeywell, Inc. He is also a member of Local 777. Prior to this time, he started teaching HVAC part-time at Baron Institute, Porter and

Chester and currently at Independent Conn. Petroleum Association (Connecticut Energy Marketers Assoc. (CEMA).

Sprinthall, Jr., Richard

A financial advisor for 29 years, Rick's background has given him the knowledge and experience to teach Personal Finance and Investment courses at various local colleges over the past 10 years. An M.B.A. has also broadened his knowledge in the business area, so that he also has been able to teach accounting and management courses at local colleges as well.

Stevens, David

Safety Aspects LLC is owned and operated by David Stevens, who has over 25 years of experience in the Construction, Safety and Insurance Fields. He has spent 20 years in the construction industry working as a Foreman, Assistant Superintendent, Project Close-Out Coordinator and Safety Officer. Prior to starting a career in construction safety, Dave spent 8 years in the U.S. Navy as a member of Naval Construction Battalion Forty (the Seabees). During his time with NMCB 40, David learned the importance of safety while working on a construction site. Having experienced the integral functions of a job site from a laborer to a safety officer makes it possible for him to work with everyone on the job site, which includes an understanding of how all trades, superintendents and projects managers need to work together to get their projects completed safely, on time and on budget.

Weiner, Dorothy

Dorothy Weiner is an MCP-and MOUS-certified instructor with more than 20 years' experience teaching Microsoft products and various other applications and operating systems.

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 ONLY. 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	Bullying in the Workplace: What it is and How to Stop It – NEW	MA	73	685	10/6
	Yes__ NO__ N/A	Communication Skills and Positive Results – NEW	MA	73	687	9/16
	Yes__ NO__ N/A	Effective Communication	CA	73	624	9/19
	Yes__ NO__ N/A	First Aid and Tick Borne Diseases - NEW	NW	73	682	9/19
	Yes__ NO__ N/A	Retirement: Ready or Not?	MA	73	688	10/24
		DEVELOPING LEADERSHIP SKILLS				
	Yes__ NO__ N/A	Effective Leadership Techniques for Women	NV	73	564	9/28
	Yes__ NO__ N/A	Leading a Diverse Workforce	CA	73	634	11/14
	Yes__ NO__ N/A	Positive Discipline at the Workplace	CA	73	625	10/3
	Yes__ NO__ N/A	Transitioning from Peer to Supervisor	CA	73	613	10/7
		TECHNOLOGY ADVANCEMENT				
	Yes__ NO__ N/A	Basic Computer Skills	MA	73	686	10/18, 10/25
	Yes__ NO__ N/A	Excel 2013: Introduction	CA	73	621	9/23
	Yes__ NO__ N/A	Word 2013: Getting Started	CA	73	623	10/14

		TRADE SKILLS				
	Yes__ NO__ N/A	AutoCAD 2D: Introduction	MA	73	684	10/11
	Yes__ NO__ N/A	AutoCAD I	CA	73	614	12/22, 12/29
	Yes__ NO__ N/A	Basic Electricity	AS	73	508	12/20, 12/22, 12/23
	Yes__ NO__ N/A	Blueprint Reading	CA	73	615	12/9, 12/16
	Yes__ NO__ N/A	Edible Landscapes, School Yards and Community Gardens	MA	73	690	10/26, 10/27
	Yes__ NO__ N/A	EPA 608 Refrigerant Certification	GW	73	694	9/16
	Yes__ NO__ N/A	Garden Design Basics	MA	73	689	11/17, 11/18
	Yes__ NO__ N/A	General Building Trades	CA	73	617	11/7
	Yes__ NO__ N/A	Green Construction Materials	CA	73	619	10/28
	Yes__ NO__ N/A	Heartsaver First Aid CPR AED	CA	73	630	11/18
	Yes__ NO__ N/A	HVAC Air Conditioning and Maintenance	GW	73	693	11/4
	Yes__ NO__ N/A	HVAC Building Electrical Boards	GW	73	702	12/16
	Yes__ NO__ N/A	HVAC Commercial Refrigeration	GW	73	701	12/2
	Yes__ NO__ N/A	HVAC Essential Gas Field-Training Skills	GW	73	696	9/30
	Yes__ NO__ N/A	HVAC Maintenance & Repair	GW	73	697	10/7
	Yes__ NO__ N/A	HVAC Sheet Metal & Duct Work	GW	73	700	11/18
	Yes__ NO__ N/A	HVAC Soldering & Braising	GW	73	699	10/28
	Yes__ NO__ N/A	HVAC Steam & Hydronics	GW	73	535	9/2
	Yes__ NO__ N/A	Industrial Motor Skills	AS	73	510	12/27, 12/29, 12/30
	Yes__ NO__ N/A	Landscape Plants and Design	CA	73	620	12/27
	Yes__ NO__ N/A	Leadership for Project Management	CA	73	629	12/12
	Yes__ NO__ N/A	Organic Lawn Care	MA	73	691	9/21
	Yes__ NO__ N/A	OSHA 10	TX	73	683	9/29, 9/30
	Yes__ NO__ N/A	Small Engine Repair	GW	73	711	9/7,12, 14,19, 21, 26, 28, 10/3, 5, 12
	Yes__ NO__ N/A	Transplanting Perennials and Shrubs	MA	73	692	9/29
	Yes__ NO__ N/A	Welding I – Asnuntuck	AS	73	507	12/20, 12/22, 12/23
	Yes__ NO__ N/A	Welding II – Asnuntuck	AS	73	509	12/27, 12/29, 12/30
	Yes__ NO__ N/A	Welding Processes I – Naugatuck Valley	NV	73	560	11/7, 11/8, 11/9
	Yes__ NO__ N/A	Welding Processes II – Naugatuck Valley	NV	73	562	11/28, 11/29, 11/30

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 _____