CEUI/TECHNICAL COURSES

FOR NP-2 BARGAINING UNIT MEMBERS

Spring 2018

• Employees – submit applications to your Department by 03/12/2018
• Department Admins– submit seat requests, online to HR by 03/15/2018

No paper applications will be accepted by Human Resources

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

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!

UConn Human Resources Registration Deadline........................................................03/15/2018
UConn Human Resources notification of staff seat reservations will begin..............03/26/2018
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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.**
- 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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>College</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>CA</td>
<td>Capital</td>
<td>950 Main Street, Hartford, CT 06103</td>
</tr>
<tr>
<td>GW</td>
<td>Gateway</td>
<td>20 Church Street, New Haven, CT 06510</td>
</tr>
<tr>
<td>MA</td>
<td>Manchester</td>
<td>Great Path, P.O. Box 1046 Manchester, CT 06040</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 Alcap Ridge Road Cromwell, CT</td>
</tr>
<tr>
<td>NVCC</td>
<td>Waterbury</td>
<td>750 Chase Parkway Waterbury, CT 06708</td>
</tr>
</tbody>
</table>
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

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
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

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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:

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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

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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

<table>
<thead>
<tr>
<th>Course #, Date(s) Time</th>
<th>MA54173, 06/07, 8:30 AM to 3:30 PM</th>
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</thead>
<tbody>
<tr>
<td>College, Campus &amp; Room:</td>
<td>MA, Learning Resource Center, LRC B144</td>
</tr>
<tr>
<td>Instructor:</td>
<td>Michael Miller</td>
</tr>
<tr>
<td>Fee:</td>
<td>0</td>
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<td>Notes:</td>
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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

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

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<th>Course # , Date(s) Time</th>
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<td>MA54185, 05/11, 8:30 AM to 3:30 PM</td>
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<tr>
<td>College, Campus &amp; Room:</td>
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<tr>
<td>MA, Learning Resource Center, LRC B144</td>
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<tr>
<td>Instructor: Ralph Braithwaite</td>
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<td>Fee: 0</td>
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<tr>
<td>Notes:</td>
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</table>

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

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<th>Course # , Date(s) Time</th>
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<td>CA54176, 04/25, 9:00 AM to 4:00 PM</td>
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<tr>
<td>College, Campus &amp; Room:</td>
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<tr>
<td>CA, Capital, Room 307</td>
</tr>
<tr>
<td>Instructor: Christopher Service, Sr.</td>
</tr>
<tr>
<td>Fee: 0</td>
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<tr>
<td>Notes:</td>
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</tbody>
</table>
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

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<tr>
<th>Course #, Date(s) Time</th>
<th>College, Campus &amp; Room:</th>
<th>Instructor:</th>
<th>Fee:</th>
<th>Notes:</th>
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<tbody>
<tr>
<td>CA54187, 05/04, 9:00 AM to 4:00 PM</td>
<td>CA, Capital, Room 616</td>
<td>Michael Montgomery</td>
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</table>

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

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<tr>
<th>Course #, Date(s) Time</th>
<th>College, Campus &amp; Room:</th>
<th>Instructor:</th>
<th>Fee:</th>
<th>Notes:</th>
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<td>CA54181, 04/27, 9:00 AM to 4:00 PM</td>
<td>CA, Capital, Room 616</td>
<td>Michael Montgomery</td>
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</table>

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

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<tr>
<th>Course #, Date(s) Time</th>
<th>College, Campus &amp; Room:</th>
<th>Instructor:</th>
<th>Fee:</th>
<th>Notes:</th>
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<tbody>
<tr>
<td>CA54182, 06/01, 9:00 AM to 4:00 PM</td>
<td>CA, Capital, Room 616</td>
<td>Michael Montgomery</td>
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</table>
**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

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<tr>
<th>Course #, Date(s) Time</th>
<th>College, Campus &amp; Room:</th>
<th>Instructor:</th>
<th>Fee:</th>
<th>Notes:</th>
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<tbody>
<tr>
<td>MA54174, 06/05, 8:30 AM to 3:30 PM</td>
<td>MA, Learning Resource Center, LRC B141</td>
<td>Steven Bloom</td>
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**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

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<th>Course #, Date(s) Time</th>
<th>College, Campus &amp; Room:</th>
<th>Instructor:</th>
<th>Fee:</th>
<th>Notes:</th>
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<tbody>
<tr>
<td>GW54196, 06/01, 9:00 AM to 3:00 PM</td>
<td>GW, New Haven, Room N101</td>
<td>Mike Sola</td>
<td>0</td>
<td>FREE parking in Temple Garage. Bring ticket in for validation.</td>
</tr>
</tbody>
</table>
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

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<th>Course #, Date(s) Time</th>
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<tr>
<td>CA54183, 06/04, 9:00 AM to 4:00 PM</td>
<td>06/11, 9:00 AM to 4:00 PM</td>
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<th>College, Campus &amp; Room:</th>
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<tr>
<td>CA, Capital, Room 602</td>
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<tr>
<th>Instructor:</th>
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<tr>
<td>Nathan Tuttle</td>
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<tr>
<th>Notes:</th>
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<tbody>
<tr>
<td>2-day class.  Meets on 06/04/18 &amp; 06/11/18</td>
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</table>

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

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<th>Course #, Date(s) Time</th>
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<tbody>
<tr>
<td>GW54193, 05/11, 9:00 AM to 3:00 PM</td>
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<td>GW, New Haven, Room N101</td>
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<th>Instructor:</th>
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<tr>
<td>Mike Sola</td>
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<th>Notes:</th>
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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

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<thead>
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<th>Course #, Date(s) Time</th>
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<tbody>
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<td>CA54184, 06/07, 9:00 AM to 4:00 PM</td>
<td>06/14, 9:00 AM to 4:00 PM</td>
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<tr>
<th>College, Campus &amp; Room:</th>
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<tr>
<td>CA, Capital, Room 307</td>
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<tr>
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<tr>
<td>Nathan Tuttle</td>
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<th>Notes:</th>
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<tbody>
<tr>
<td>2-day class.  Meets on 06/07/18 &amp; 06/14/18</td>
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</table>
**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

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<thead>
<tr>
<th>Course #, Date(s) Time</th>
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<tbody>
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<td>GW54198, 05/07, 9:00 AM to 2:00 PM</td>
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<th>College, Campus &amp; Room:</th>
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<tbody>
<tr>
<td>GW, New Haven, Room N101</td>
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<tr>
<th>Instructor:</th>
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<tbody>
<tr>
<td>Mike Sola</td>
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| 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

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<tr>
<th>Course #, Date(s) Time</th>
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<tr>
<td>GW54197, 06/08, 9:00 AM to 3:00 PM</td>
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<tr>
<th>Instructor:</th>
<th>Mike Sola</th>
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| Fee: | 0 |

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

<table>
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<tr>
<td>CA, Capital, Room 307</td>
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<table>
<thead>
<tr>
<th>Instructor:</th>
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<tbody>
<tr>
<td>Jameelah Mohammad</td>
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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

<table>
<thead>
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<tbody>
<tr>
<td>CA54179, 05/03, 9:00 AM to 4:00 PM</td>
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<tbody>
<tr>
<td>CA, Capital, Room 307</td>
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<table>
<thead>
<tr>
<th>Instructor:</th>
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</thead>
<tbody>
<tr>
<td>Jameelah Muhammad</td>
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<tr>
<th>Notes:</th>
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</table>

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

<table>
<thead>
<tr>
<th>Course #, Date(s) Time</th>
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<tbody>
<tr>
<td>GW54188, 04/27, 9:00 AM to 3:00 PM</td>
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<tbody>
<tr>
<td>GW, 10 Alcap Rd., Cromwell, TRN</td>
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</table>

<table>
<thead>
<tr>
<th>Instructor:</th>
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</thead>
<tbody>
<tr>
<td>Mike Sola</td>
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<tr>
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<tbody>
<tr>
<td>Please note that this training takes place offsite at lab.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Course #, Date(s) Time</th>
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<tr>
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<tbody>
<tr>
<td>GW, New Haven, Room N101</td>
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<table>
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<tr>
<th>Instructor:</th>
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</thead>
<tbody>
<tr>
<td>Mike Sola</td>
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<table>
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<tr>
<th>Notes:</th>
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</table>

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

<table>
<thead>
<tr>
<th>Course #, Date(s) Time</th>
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<tbody>
<tr>
<td>NV54199, 04/16, 9:00 AM to 4:00 PM</td>
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<tr>
<th>College, Campus &amp; Room:</th>
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<tbody>
<tr>
<td>NV, NVCC - Technology Hall, Room T430</td>
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<table>
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<tr>
<th>Instructor:</th>
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</thead>
<tbody>
<tr>
<td>Joseph Demeter</td>
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<tbody>
<tr>
<td>This is a three day course. Class dates: 4/16, 4/17 and 4/18</td>
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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 your designated department staff member who will submit on-line to HR. Once HR 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!**

<table>
<thead>
<tr>
<th>Check below to apply</th>
<th>Have you met all prerequisites listed?</th>
<th>Course Title</th>
<th>Course #</th>
<th>Courses Date(s)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>ESSENTIAL BUSINESS SKILLS</td>
<td></td>
<td></td>
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<tr>
<td>Yes__ NO_ N/A</td>
<td>Creativity and Problem Solving</td>
<td>CA  54  177</td>
<td>06/13</td>
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<tr>
<td>Yes__ NO_ N/A</td>
<td>Feeling Great at Work</td>
<td>CA  54  180</td>
<td>06/12 and 06/19</td>
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<tr>
<td>Yes__ NO_ N/A</td>
<td>Financial Literacy: Knowledge that Pays for Itself</td>
<td>MA  54  186</td>
<td>05/17</td>
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<tr>
<td>Yes NO  N/A</td>
<td>Heartsaver First Aid CPR AED</td>
<td>CA  54  175</td>
<td>05/11</td>
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<tr>
<td>Yes__ NO_ N/A</td>
<td>Prioritizing: Getting the Most From Our Personal and Professional Lives</td>
<td>MA  54  173</td>
<td>06/07</td>
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<tr>
<td>Yes__ NO_ N/A</td>
<td>Professionalism, Etiquette &amp; Conflict Management</td>
<td>MA  54  172</td>
<td>04/18</td>
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<tr>
<td>Yes NO  N/A</td>
<td>Retirement: Ready or Not?</td>
<td>MA  54  185</td>
<td>05/11</td>
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<tr>
<td></td>
<td></td>
<td>DEVELOPING LEADERSHIP SKILLS</td>
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<tr>
<td>Yes__ NO_ N/A</td>
<td>Transitioning from Peer to Supervisor</td>
<td>CA  54  176</td>
<td>04/25</td>
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<td></td>
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<td>TECHNOLOGY ADVANCEMENT</td>
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<tr>
<td>Yes__ NO_ N/A</td>
<td>Excel 2016: Intermediate</td>
<td>CA  54  187</td>
<td>05/04</td>
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<tr>
<td>Yes__ NO_ N/A</td>
<td>Excel 2016: Introduction</td>
<td>CA  54  181</td>
<td>04/27</td>
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<tr>
<td>Yes NO  NA</td>
<td>Word 2013: Introduction</td>
<td>CA  54  182</td>
<td>06/01</td>
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<tr>
<td>Check below to apply</td>
<td>Have you met all prerequisites listed?</td>
<td>Course Title</td>
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<td>Courses Date(s)</td>
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<tr>
<td>Yes</td>
<td>NO</td>
<td>Word: Introduction</td>
<td>MA</td>
<td>54 174</td>
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<td><strong>TRADE SKILLS</strong></td>
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<tr>
<td>Yes</td>
<td>NO</td>
<td>Air Conditioning &amp; Maintenance</td>
<td>GW</td>
<td>54 196</td>
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<tr>
<td>Yes</td>
<td>NO</td>
<td>AutoCAD I</td>
<td>CA</td>
<td>54 183</td>
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<tr>
<td>Yes</td>
<td>NO</td>
<td>Blueprint Reading @ Gateway</td>
<td>GW</td>
<td>54 193</td>
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<tr>
<td>Yes</td>
<td>NO</td>
<td>Blueprint Reading @ Capital</td>
<td>CA</td>
<td>54 184</td>
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<tr>
<td>Yes</td>
<td>NO</td>
<td>CDL Class B</td>
<td>GW</td>
<td>54 198</td>
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<tr>
<td>Yes</td>
<td>NO</td>
<td>Commercial Refrigeration</td>
<td>GW</td>
<td>54 197</td>
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<tr>
<td>Yes</td>
<td>NO</td>
<td>Green Construction Materials</td>
<td>GW</td>
<td>54 178</td>
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<tr>
<td>Yes</td>
<td>NO</td>
<td>Introduction to Construction Management</td>
<td>CA</td>
<td>54 179</td>
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<td>Yes</td>
<td>NO</td>
<td>Sheet Metal and Duct Work</td>
<td>GW</td>
<td>54 188</td>
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<tr>
<td>Yes</td>
<td>NO</td>
<td>Steam &amp; Hydronics</td>
<td>GW</td>
<td>54 195</td>
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<tr>
<td>Yes</td>
<td>NO</td>
<td>Welding Processes</td>
<td>NV</td>
<td>54 199</td>
</tr>
</tbody>
</table>

**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_______________________