In-Service Training

CEUI / TECHNICAL COURSES

FOR NP-2 BARGAINING UNIT MEMBERS ONLY

Fall 2004

Staff Development Courses

offered by

The State of Connecticut

Community Colleges Continuing Education Division

in partnership with

Department of Administrative Services

and

Connecticut Employees Union Independent

www.commnet.edu/bisn/InService_Training/in.htm
To all Training Approval Officers:

The Connecticut Employees Union Independent has made arrangements to offer courses for their members for the fall 2004 term. The courses are included in this separate booklet to make it easier to copy and distribute to members of the NP-2 bargaining unit.

As you review the offerings, please keep the following in mind:

• **Agencies must submit applications to the In-Service coordinator by August 3, 2004.** A short late registration period will be offered once all initial applications have been processed.

• Courses are sponsored by the Union **at no cost to your agency.**

• Even though your agency will not be billed for these courses, the union must pay for every seat that is confirmed. It is very important that applications be approved and submitted for only those courses that employees can reasonably attend in any given term. **It is also very important that those who are assigned seats actually attend classes!**

• Unlike standard In-Service courses, an Individual Application Form (included in this booklet) **must** be submitted for every person applying for a course(s). Before applications are submitted, all approvals required by your agency must be obtained (including Supervisor’s Approval).

• NP-2 members should direct questions about seat reservation priority to their TAO, who should relay special situations or history to the In-Service coordinator. Notes may be included on each application.

• We will make every effort to assign seats as requested. However all courses with insufficient enrollment will be canceled. Pre-set maximums vary by course, and we will enroll up to the maximum allowed.

• Once seats are reserved, it means that we are committed to running the class. **There are no withdrawals and no course changes allowed once seats have been reserved.** A substitute may be sent in place of the original registrant, provided that the substitute is also a member of the NP-2 Bargaining Unit and meets any prerequisites listed in the course description.

• Some course dates may overlap, so applicants who wish to take more than one class should apply only for those that do not conflict. **It is the applicant's responsibility to carefully review dates and times.**

• **NP-2 Bargaining Unit members who wish to register for In-Service courses that are not included in this booklet must apply for them separately, and your agency will be charged the per-person fee for them. CEUI does not reimburse members for regular In-Service courses.**

• **See complete In-Service Registration Information for weather postponement policies and other more detailed information.**

We encourage you to take advantage of this opportunity and make these course listings readily available to NP-2 members at all locations within your agency, either by distributing copies of this booklet, posting on community bulletin boards or sharing the listings electronically when appropriate.

Sincerely,

Sharon Chamberland
State In-Service Training Program Coordinator
(860) 244-7614
schamberland@commnet.edu
BOCA International Plumbing Codes, Part I
NEW!
This 3-day course will serve as an introduction to the BOCA Plumbing Codes for plumbing and HVAC maintenance employees with limited code experience. Topics include rationale for codes and standards, methods of developing and updating, organization and structure, relationship of national codes to state and local codes, authority having jurisdiction, methods for looking up code citations, and multiple code citations for a single device or installation.
CEUs: 1.8

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
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<tbody>
<tr>
<td>500CA519</td>
<td>10/1, 10/8,  &amp; 10/15</td>
<td>8:30am-3:00pm</td>
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</tbody>
</table>

College, Campus & Room:
Capital Community College
950 Main St., Hartford, Room 307

Instructor: A. Corey
Fee: $0

DC Circuits  NEW!
Prerequisite: completion of Introduction to Electricity course offered at Avery Point.

This 3-day course covers the basic concepts of DC circuits. Included are circuit testing and troubleshooting methods. Students should bring calculators from Electricity Course. This is the second course in a 5-course program. CEUs: 1.8

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<th>Course No.</th>
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<tr>
<td>501CA518</td>
<td>9/10, 9/17, &amp; 9/24</td>
<td>9:00am-3:30pm</td>
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<td>(3 sessions)</td>
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<th>Date(s)</th>
<th>Time</th>
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<tbody>
<tr>
<td>501CA521</td>
<td>10/08, 10/15, &amp; 10/22</td>
<td>9:00am-3:30pm</td>
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<td>(3 sessions)</td>
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College, Campus & Room:
These courses are coordinated by Capital Community College, but will be held at UConn’s Avery Point Campus in Groton. Building 19, Room 212

Instructor: Robert Marshall
Fee: $0

HVAC Basic Controls & Troubleshooting
Look at the basic pitfalls of bad engineering and installation practices. A field trip to observe and illustrate classroom discussions will be planned at the first class meeting. CEUs: 1.8

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<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
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<tr>
<td>502CA407</td>
<td>9/10, 9/17, &amp; 9/24</td>
<td>8:30am-3:00pm</td>
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<td>(3 sessions)</td>
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College, Campus & Room:
Capital Community College
950 Main St., Hartford, Room 317

Instructor: A. Corey
Fee: $0
Basics of Oil & Gas Heating Equipment  NEW!
Review the basic components of small oil and gas fired equipment. Start up techniques and combustion testing will be covered. CEUs: 1.8

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<th>Time</th>
<th>College, Campus &amp; Room:</th>
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<tbody>
<tr>
<td>503CA520</td>
<td>10/22, 10/29, &amp; 11/05 (3 sessions)</td>
<td>8:30am-3:00pm</td>
<td>Capital Community College 950 Main St., Hartford, Room 307</td>
</tr>
</tbody>
</table>

Instructor: A. Corey

Fee: $0

Fire Safety & Emergency Evacuation
Participants will learn to recognize potential fire hazards and to develop emergency procedures. Topics include the behavior of fire, types and effectiveness of extinguishing agents, means of egress, detection, alarm systems, fire evacuation plans, and the NFPA Life Safety Code. CEUs: 0.6

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<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
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<tr>
<td>504CA380</td>
<td>10/07</td>
<td>9:00am-3:30pm</td>
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College, Campus & Room:
This course is coordinated by Capital Community College, but will be held at the Yale Fire Marshall’s Office, Room TBA

Instructor: Michael Johns

Fee: $0

First Aid for Maintenance Professionals
Participants completing this 2-day course will receive a “Medic First Aid” certificate of completion from EMP America. Topics include:

1) First Aid / CPR – 8 hours includes Set-up, Primary Assessment, Rescue Breathing, CPR, Control of Bleeding, Choking, Shock Treatment, Continuing Circle of Care, Illness Assessment, and Injury Assessment.

2) Bloodborne Pathogens – 2 hours includes explanation of Microorganisms, Types of Microorganisms, Pathways of Infection, Diseases (HIV-HBV), Factors Relating to Infection, Means of Exposure, Universal Precautions, Personal Protective Equipment, Employer Responsibilities, and Exposure Control Plan.

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<th>Time</th>
<th>College, Campus &amp; Room:</th>
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<tr>
<td>505CA211</td>
<td>10/18 &amp; 10/25 (2 sessions)</td>
<td>9:00am-3:30pm</td>
<td>Capital Community College 950 Main St., Hartford, Room 318</td>
</tr>
</tbody>
</table>

Instructor: NDTI Staff

Fee: $0

Beginning Word
Learn the fundamental techniques of Word in this hands-on class. Learn how to create, edit, format, print, save, and retrieve documents. All course materials are included in the cost. Prerequisite: Windows or permission of instructor. CEUs: 0.6

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<th>Course No.</th>
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<th>Time</th>
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<tr>
<td>506MX282</td>
<td>11/09</td>
<td>9:00am-4:00pm</td>
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College, Campus & Room:
Middlesex Community College, Chapman Hall, Room TBA

Instructor: TBA

Fee: $0
Files & Folders  NEW!
Learn how to save and organize files that you create. Use My Computer and Windows Explorer to create, organize, and manage files and folders. Learn how to copy or move (cut) files and folders and create shortcuts to those folders. You will also discover the tools that are available to find a file that you thought you lost. Prerequisite: Windows experience. One 3-hour session. CEUs: 0.3

Course No.  Date(s)  Time
507CA515  11/05  9:00am-12:00pm

College, Campus & Room:
Capital Community College
950 Main St., Hartford
Room number will be posted in main elevator lobby
Instructor: TBA
Fee: $ 0

Secrets of Successful Employment  NEW!
This course will enhance employability by helping you to understand and thrive in the dynamics of today’s stressful working world. It will help you gain insight into what you need to do to become effective communicators on the job, relate well with co-workers, and develop good rapport with management. It will encourage you to take responsibility not only for executing your job duties, but also for becoming a good decision maker, a flexible worker, and a team player. CEUs: 0.6

Course No.  Date(s)  Time
508CA517  12/01  9:00am-4:00pm

College, Campus & Room:
Capital Community College
950 Main St., Hartford
Room number will be posted in main elevator lobby
Instructor: Margaret DeMarino
Fee: $ 0

Making the Transition to Management
Moving into management is an exciting path, but it also can be riddled with pitfalls. This program focuses on the basic skills needed to make the transition to a supervisory or management role. Areas to be covered include defining the difference between a supervisor and a manager, and outlining the responsibilities of a managerial position, including assigning and distributing work, monitoring and controlling performance, and reviewing and evaluating performance. The program will also provide overviews of training, leadership, communication, staffing, motivation, and administrative tasks. This is a good program for the new supervisor or the individual who wants to have a better understanding of the role of a supervisor or manager. CEUs: 0.6

Course No.  Date(s)  Time
509MA280  09/30  9:00am-4:00pm

College, Campus & Room:
Manchester Community College, Learning Resource Ctr., Rm. B144
Instructor: Ralph Braithwaite
Fee: $ 0

Developing the Leader Within  NEW!
Understand what it takes to be a truly great leader. We’ll explore ways to lead with vision, integrity, courage, and inspiration. Discover why your attitude is so vital to your own success. Learn how to successfully develop people and draw on their natural desire to be self-motivated. Gain insights for tapping into people to create positive change and action. Learn ways to share your vision by painting vivid pictures so people capture your spirit and momentum. Increase your personal effectiveness by using a 10-point organizational checklist. CEUs: 0.6

Course No.  Date(s)  Time
510MA514  12/10  9:00am-4:00pm

College, Campus & Room:
Manchester Community College, Learning Resource Ctr., Rm. B144
Instructor: Noreen Reilly
Fee: $ 0
INDIVIDUAL Application Form

CEUI / Technical Courses Only (NP-2 Bargaining Unit Members)

Important! This form is for CEUI / Technical Courses ONLY, and for NP-2 Bargaining Unit Members ONLY. NP-2 members who wish to apply for other courses must apply for them separately. Only applications submitted by each agency’s Training Approval Officer along with a completed Agency Registration Form can be accepted.

Agencies must submit applications by August 03, 2004.

APPLICANT INFORMATION:

Name: 
Job Title: 
Agency: 
Department: 
Work Address: 
Phone: 

COURSES I AM APPLYING FOR:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Date(s)</th>
<th>I have met the prerequisites as listed in the course descriptions.</th>
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<td>Yes     No   None Listed</td>
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<td>Yes     No   None Listed</td>
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<td>Yes     No   None Listed</td>
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<td>Yes     No   None Listed</td>
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<td>Yes     No   None Listed</td>
</tr>
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SUBSTITUTIONS: If any of the courses I am applying for are not available for any reason, I am willing to take the same class on different dates as a substitute, if a substitute is available: YES NO

SUPERVISOR’S APPROVAL:

Name: 
Signature: 
Date: 

TRAINING APPROVAL OFFICER:

Before submitting this application, I have verified that the applicant is a member of the NP-2 Bargaining Unit and is therefore eligible to apply for CEUI / Technical Courses.

Signature: 
Date: 

Fall 2004  CEUI
AGENCY Registration Form
CEUI / Technical Courses Only (NP-2 Bargaining Unit Members)

AGENCY REGISTRATION DEADLINE:  August 03, 2004

Return this registration form along with all individual application forms by mail or FAX to:

Sharon Chamberland, In-Service Training Program Coordinator
BOTCTC, 61 Woodland St., Hartford, CT 06105
Phone: 860-244-7614   Fax: 860-566-1308

Agency Name: ________________________________

TAO Name: ________________________________

TAO Phone: ___________________ TAO Fax: ___________________ e-mail: ___________________

Mailing Address: ________________________________

Alternate Contact Name & Phone (if applicable): ________________________________

Required:  Total number of applications attached: ________________________

This Agency Registration Form does not include a space for fiscal approval, and is valid only for CEUI / Technical courses. If you wish to register staff for courses that appear in the In-Service catalog and have a fee associated with them, follow the directions provided in the In-Service catalog.
AS Asnuntuck CC
CA Capital CC
GW Gateway CC
HO Housatonic CC
MA Manchester CC
MX Middlesex CC
NK Norwalk CC
NV Naugatuck Valley CC
NW Northwestern CC
QV Quinebaug Valley CC
TR Three Rivers CC
TX Tunxis CC
AS  Amunstuck CC
CA  Capital CC
GW  Gateway CC
HO  Housatonic CC
MA  Manchester CC
MX  Middlesex CC
NK  Norwalk CC
NV  Naugatuck Valley CC
NW  Northwestern CC
QV  Quinebaug Valley CC
TR  Three Rivers CC
TX  Tunxis CC
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TR  Three Rivers CC
TX  Tunxis CC