



**CEUI/TECHNICAL COURSES  
FOR NP-2 BARGAINING UNIT MEMBERS  
SPRING 2024**

**Agency Registration Deadline: 2/29/2024**

**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 variety of training opportunities to CEUI NP-2 union members. This catalog includes courses that will help staff enhance their skills. NP-2 employees at all levels are encouraged to participate and take advantage of these course opportunities.

## How do I register?

All registrations are coordinated and submitted by your agency Training Approval Officers (TAOs) **See your agency's TAO for details about deadlines and the approval process within your agency.** If you don't know who your agency's TAO is, PLEASE check with your supervisor or email Cheryl Connor at [cconnor@commnet.edu](mailto:cconnor@commnet.edu).

Important! *Agencies/TAOs may* require you to use the SPRING 2024 Individual Application Form for CEUI / Technical Courses. Please check with your agency's TAO for specific registration requirements.

**Before registering, please check class dates & confirm your availability & commitment to attend the entire class, on each date!**

Seat requests **must be submitted by agency-designated "Training Approval Officers" (TAOs)** or they will not be accepted.

At the close of the registration period, *seats in each course will be assigned by seniority*, not by the order in which registration requests were submitted. Once your Training Approval Officer learns which seats have been assigned, he or she will be able to confirm the status of your request. **Only those listed on the Confirmed Class List will be admitted into the class.** If you do not receive confirmation of your status on the class list 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 confirmed.

When an individual is unable to be assigned a seat in a requested course, they will be placed on a wait list for that course. If seats become available, the wait list will be utilized and TAOs will be notified regarding any employees who may now be assigned an available seat. TAOs will be asked to notify and confirm the new status of any such employee and their supervisor.

We look forward to serving you!

Cheryl Connor  
State In-Service Training Program Coordinator  
Connecticut State Colleges and Universities System  
Phone: (860)723-0037  
[cconnor@commnet.edu](mailto:cconnor@commnet.edu)

Agency Registration Deadline	2/29/2024
Training Approval Officers notify staff of seat reservations confirmations and/or waitlist status	3/5/2024

Seat reservations may be available on a space available basis after the close of registration. TAOs should contact the In-Service Coordinator at [cconnor@commnet.edu](mailto:cconnor@commnet.edu) regarding any late registration requests.

## General Registration & Program Information

### Eligibility

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

### Prerequisites

- Be sure prerequisites (if any) are met. They are included in course descriptions. Prerequisites for both the MS Word and MS Excel courses include basic computer skills including familiarity with a computer keyboard and mouse.

### 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 instructor may set more stringent (100%) attendance requirements for specific 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 reserves 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 campus website and listen to radio and TV stations for individual campus closings. When in doubt, students should call the campus in question.
- When courses must be postponed due to inclement weather or unexpected instructor illness, **Training Approval Officers will be notified** by the campus offering the course as soon as the Campus Coordinator is aware of the situation. **NOTE: Campus Coordinators cannot contact students individually.**

**SPRING 2024 Individual Application Form for CEUI / Technical Courses-To Be Submitted to Your Agency TAO**

NP-2 Bargaining Unit Members Only

**Seat requests must be submitted by agency-designated Training Approval Officers (TAOs) or they will not be accepted.** Once your TAO learns which seats have been assigned & confirmed, they will confirm the status of your request. **If you do not receive confirmation from your TAO within a week of your course start date, please contact them. Only those on the confirmed class list will be admitted on the day of the class.**

**Applicant Name (First & Last):** \_\_\_\_\_

AGENCY: \_\_\_\_\_ LOCATION: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_ **State Hire Date:** \_\_\_\_\_**Before registering, please check class dates & confirm your availability & commitment to attend the entire class, on each date!**

Check to apply	Course Title	Course Number	Course Date(s) & Location
	Leadership Training	AS56173	3/6, 3/13 & 3/20 Enfield
	Resolving Conflict/Challenging Situations	AS56175	3/5, 3/12 & 3/19 Enfield
	Heartsaver/First Aid/CPR/AED (section A)	NV56155	3/13 Waterbury
	Supervisory Skills	AS56176	3/15 & 3/22 Enfield
	HVAC A/C Seasonal Startup	GW56169	3/22 New Haven
	Basic Blueprint Reading (section A)	AS56177	3/28, 4/4 & 4/11 Enfield
	<b>Basic Computer Skills</b>	AS56171	4/1 & 4/3 Enfield
	Welding Processes	NV56154	4/2, 4/3 & 4/4 Waterbury
	Math for Manufacturing	AS56180	4/5 Enfield
	<b>MS Word BASIC</b>	AS	4/8 Enfield
	Manufacturing Milling	AS56179	4/8, 4/15 & 4/22 Enfield
	Basic Blueprint Reading (section B)	NW56182	4/9, 4/11 & 4/16 <b>Winsted</b>
	<b>MS Excel BASIC</b>	AS56172	4/17 Enfield
	HVAC Electric Heat Pump, Mini Splits Service Fundamentals	GW56170	<b>4/19</b> New Haven
	Heartsaver/First Aid/CPR/AED (section B)	NV56156	<b>4/19</b> Waterbury
	<b>De-escalation for Front Line Workers</b>	SU56183	5/1 <b>SCSU New Haven</b>
	Heartsaver/First Aid/CPR/AED (section C)	NV56157	5/10 <b>Waterbury</b>
	Managing Employees & Building Teams	NV56159	5/22 Waterbury
	Supervision in a Union Environment	SU56186	5/29 <b>SCSU New Haven</b>
	OSHA/SAFETY	AS56178	6/5, 6/12 & 6/19 Enfield
	Basics in Small Engine Repair (section A)	GW56184	6/7 <b>North Haven</b>
	Basics in Small Engine Repair (section B)	GW56185	6/14 <b>North Haven</b>

**SUPERVISOR'S APPROVAL:**

This is to confirm the Applicant's Availability and Approval to attend class(es) on each of the dates listed for each course.

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisor's Email Address: \_\_\_\_\_ Date \_\_\_\_\_

**Agency Training Approval Officer:** \_\_\_\_\_

# Essential Business Skills

## Basic Computer Skills

Intended for students who are new to computers and want support in learning to navigate and complete basic computer actions. Students will learn basic computer components, practice keyboarding skills, learn how to use the internet, email, and social media, plus job readiness skills.

Required text: none

Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
AS56171, 04/01, 9:00 AM to 4:00 PM   04/03, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , CT STATE ASNUNTUCK , MFG
Instructor:
Fee: 0
Notes:

## De-escalation for Front Line Workers

Working with the public on a frequent basis sometimes leads to dealing with hostile, angry, and even threatening people. This workshop will help you understand and effectively de-escalate these client behaviors. These will include non-verbal and verbal strategies, responding to and managing insults, dealing with complaints, and using empathic and validation skills as de-escalation tools. It will also present ways of responding to difficult people you deal with frequently. Trainer - Richard Fisher

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
SU56183, 05/01, 9:00 AM to 4:00 PM
College, Campus & Room:
SU , Southern CT State Univ , ASC 309
Instructor: Richard Fisher
Fee: 0
Notes:
This Course Will Meet in the Michael Adanti Student Center (ASC) at Southern CT State University. Main Campus Address is 501 Crescent St., New Haven. Parking is available for this program in Wintergreen Avenue Garage and Lot 9. Shuttle service is available through May 17th & travels directly between the Wintergreen Garage and the Main Lot (P-2).

### **Heart Saver, CPR, AED and Basic First Aid Care (on campus) 3 Separate dates to choose from**

This *1-day* 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: Heartsaver First Aid CPR AED (participant manual included in the course)

Prerequisite: none CEUs: 0.6

<b>Course # , Date(s) Time</b>
NV56155, 03/13, 9:00 AM to 3:00 PM
<b>College, Campus &amp; Room:</b>
NV , Naugatuck Valley Wtby , F352
<b>Instructor:</b> Julie Sampaio
<b>Fee:</b> 0
<b>Notes:</b> Participants should complete a CT State CC Naugatuck Valley registration when they arrive on campus. Arrive to the Waterbury Campus East Entrance and park in front of Founders Hall to the right - brick building. Room 352 is two flights up from the building entrance. Wear comfortable clothing as you will be actively practicing on a manikin for this course. Successful exam completion at conclusion of course will give student CPR certification. Food and refreshments are available close to the campus on Chase Parkway. Only approved participants from the instate training coordinator will be admitted. No parking tag needed. Contact Cindy Tolin for further information - <a href="mailto:ctolin@nv.edu">ctolin@nv.edu</a> .

<b>Course # , Date(s) Time</b>
NV56156, 04/19, 9:00 AM to 3:00 PM
<b>College, Campus &amp; Room:</b>
NV , Naugatuck Valley Wtby , F352
<b>Instructor:</b> Julie Sampaio
<b>Fee:</b> 0
<b>Notes:</b> Participants should complete a CT State CC Naugatuck Valley registration when they arrive on campus. Arrive to the Waterbury Campus East Entrance and park in front of Founders Hall to the right - brick building. Room 352 is two flights up from the building entrance. Wear comfortable clothing as you will be actively practicing on a manikin for this course. Successful exam completion at conclusion of course will give student CPR certification. Food and refreshments are available close to the campus on Chase Parkway. Only approved participants from the instate training coordinator will be admitted. No parking tag needed. Contact Cindy Tolin for further information - <a href="mailto:ctolin@nv.edu">ctolin@nv.edu</a> .

<b>Course # , Date(s) Time</b>
NV56157, 05/10, 9:00 AM to 3:00 PM
<b>College, Campus &amp; Room:</b>
NV , Naugatuck Valley Wtby , F352
<b>Instructor:</b> Julie Sampaio
<b>Fee:</b> 0
<b>Notes:</b> Participants should complete a CT State CC Naugatuck Valley registration when they arrive on campus. Arrive to the Waterbury Campus East Entrance and park in front of Founders Hall to the right - brick building. Room 352 is two flights up from the building entrance. Wear comfortable clothing as you will be actively practicing on a manikin for this course. Successful exam completion at conclusion of course will give student CPR certification. Food and refreshments are available close to the campus on Chase Parkway. Only approved participants from the instate training coordinator will be admitted. No parking tag needed. Contact Cindy Tolin for further information - <a href="mailto:ctolin@nv.edu">ctolin@nv.edu</a> .

## Resolving Conflict/Challenging Situations

Navigating through the spectrum of personalities, from the mildly moody to the truly challenging, this workshop is your guide to mastering conflict resolution and handling difficult circumstances with finesse. You'll learn how to anticipate and address predictable cycles of change, manage conflict by personality type, expose and address hidden agendas, and much more. This workshop will help you gain the skills to positively influence people and outcomes, whether you're in charge or not! Objectives: 1. Develop proven communication strategies to navigate through conflicts effectively. 2. Acquire practical techniques for defusing anger in high-tension situations. 3. Learn ways to manage and navigate the top 10 challenging and chaotic scenarios. 4. Explore effective approaches to managing relationships with higher-ups and supervisors. 5. Anticipate and address predictable cycles of change to proactively handle transitions. 6. Understand and manage difficulties based on personality types for a more harmonious workplace.

Required text: none

Prerequisite: none CEUs: 1.8

Course # , Date(s) Time
AS56175, 03/05, 9:00 AM to 4:00 PM   03/12, 9:00 AM to 4:00 PM   03/19, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , CT STATE ASNUNTUCK , TBD
Instructor:
Margaret DeMarino
Fee:
0
Notes:

## Developing Leadership Skills

### Leadership Training

Leadership Training John F. Kennedy once said, "Leadership and learning are indispensable to each other." In this invigorating, uber-interactive certificate program, you will learn how to nurture and enhance your leadership skills, thus increasing the effectiveness of interpersonal workplace relationships and professional productivity. You will gain a better understanding of the strengths and weaknesses of your leadership style, as well as acquire an abundance of take- aways that you can immediately put into practice. The program will focus on a variety of instructional formats including assessment tools, small group exercises, and case studies. There will be five points of emphasis: self-growth; workplace ethics; communication with your manager, coworkers, and staff; team building; and change management. This program will empower you to become a leader who can inspire yourself, acquire solid leadership skills, and fire up your staff! Objectives: 1. Develop five key habits of successful leaders 2. Challenge the existing process 3. Create a collective vision 4. Motivate others toward action 5. Become a role model 6/ Encourage energy flow for productivity

Required text: none

Prerequisite: none CEUs: 1.8

Course # , Date(s) Time
AS56173, 03/06, 9:00 AM to 4:00 PM   03/13, 9:00 AM to 4:00 PM   03/20, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , CT STATE ASNUNTUCK , TBD
Instructor:
Margaret DeMarino
Fee:
0
Notes:

## Managing Employees and Building Teams (on campus)

Employee morale has a way of making or breaking a team. Have you ever worked with that one unhappy employee who consistently brings down the department? Productivity and engagement levels soar when employees feel heard, valued, and respected. When employees are disgruntled, inappropriate, or disruptive, the results of those behaviors are detrimental to a team's ability to remain cohesive and effective. When expected professionalism in the workplace is absent, the consequences to the organization and its employees unlock the potential for legal implications. This one-day course will examine the most common types of problem employee behaviors, review best practices in organizational policies and confidentiality, identify risks if the behavior is not corrected and offer strategies for constructively managing the difficult or disruptive employees. How to establish trust in a safe, co-working environment will be addressed.

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
NV56159, 05/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV , Naugatuck Valley Wtby , F121
Instructor:
Frances Trelease
Fee:
0
Notes:
Participants should complete an CT State CC Naugatuck Valley registration when they arrive on campus. Arrive to the Waterbury Campus East Entrance and park in front of Founders Hall to the right - brick building. Room is 121 (ground floor) Food and refreshments are available close to the campus on Chase Parkway. Only approved participants from the instate training coordinator will be admitted. No parking tag needed. Contact Cindy Tolin for further information - ctolin@nv.edu.

## Supervision in a Union Environment

Designed for current and aspiring supervisors, this workshop delves into the unique challenges and opportunities presented by working within a unionized setting. This workshop will address the unique challenges and opportunities that arise when supervising employees covered by union agreements. Topics include understanding union dynamics, conflict resolution, the grievance process, collective bargaining agreements, understanding unfair labor practices, legal compliance, and more.

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
SU56186, 05/29, 9:00 AM to 4:00 PM
College, Campus & Room:
SU , Southern CT State Univ , EH Rm.A113
Instructor:
Alison Wall Kauther Badr
Fee:
0
Notes:
This Course Will Meet in Engleman Hall Room A 113 at Southern CT State University. Main Campus Address is 501 Crescent St., New Haven. Parking is available for this program in Wintergreen Garage, Fitch St. Garage (2nd level & up) and Lot 12 on Crescent St.



## Supervisory Skills/Management

You want to get the best out of your staff, but it's not always easy. Sometimes there are stumbling blocks. It may be an employee who's a workhorse but doesn't work well with others. Or an employee who seems more interested in texting than working. Or an employee whom you know isn't working up to his/her potential. Learn best supervisory practices and strategies to help your direct reports achieve their personal best. This course centers on understanding motivation, including the intrinsic rewards employees crave, such as recognition and appreciation. Objectives: 1. Acquire and strengthen key coaching skills to guide your staff to stretch their comfort zones 2. Help your staff members define and enhance their risk-taking skills 3. Learn how to guide staff in defining objectives and developing new skill sets 4. Employ proven techniques for motivating staff 5. Acquire an arsenal of perfect phrases for key situations 6. Inspire employees to become more engaged 7. Develop individual plans to supervise each employee by personality, multiple intelligence style, and work ethic

Required text: none

Prerequisite: none CEUs: 1.8

Course # , Date(s) Time
AS56176, 03/15, 9:00 AM to 4:00 PM   03/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , CT STATE ASNUNTUCK , TBD
Instructor:
Margaret DeMarino
Fee:
0
Notes:

## Technology Advancement

### Microsoft Excel Basic

This course will introduce basic Excel skills such as entering various types of data, working with common formulas and functions, and creating a simple chart. Topics including formatting a worksheet, naming a range of cells, adding columns to a spreadsheet, and creating a data table will also be covered.

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
AS56172, 04/17, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , CT STATE ASNUNTUCK , TBD
Instructor:
Fee:
0
Notes:

### Microsoft Word Basic

This course will introduce basic Word skills. By the end of this course, you will be able to: Create, save, and

share documents, apply pre-designed Styles and format text with fonts and colors, as well as work with bullets, indents, and line spacing.

Required text: none

Prerequisite: Basic Computer Skills CEUs: 0.6

Course # , Date(s) Time
AS56187, 04/08, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , CT State ASNUNTUCK , TBD
Instructor:
Fee: 0
Notes:

## Trade Skills

### Basic Blueprint Reading

An initial course in Blueprint Reading. The study of orthographic projection. Topics include, lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways diameters, radii, and geometric tolerancing.

Required text: none

Prerequisite: none CEUs: 1.8

Course # , Date(s) Time
AS56177, 03/28, 9:00 AM to 3:30 PM   04/04, 9:00 AM to 3:30 PM   04/11, 9:00 AM to 3:30 PM
College, Campus & Room:
AS , CT STATE ASNUNTUCK , MFG
Instructor:
Fee: 0
Notes:

### Basic Blueprint Reading

An initial course in Blueprint Reading. The study of orthographic projection. Topics include, lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways diameters, radii, and geometric tolerancing.

Required text: none

Prerequisite: none CEUs: 1.8

Course # , Date(s) Time
NW56182, 04/09, 9:00 AM to 3:30 PM   04/11, 9:00 AM to 3:30 PM   04/16, 9:00 AM to 3:30 PM
College, Campus & Room:
NW , Northwestern , TBD
Instructor:
Fee: 0
Notes:

**Basics in Small Engine Repair *\*\*Held at North Haven Campus - 88 Bassett Road\****

This is a **1-day** workshop of the top 3 repairs of small internal combustion two & four stroke engines. We will cover the differences between two and four-stroke equipment as well as discuss the use of electric powered equipment. **Students are expected to wear the appropriate clothing, no shorts or sandals, and have eye and ear protection.** Vinyl gloves are optional. Students enrolling in this workshop will learn: Safety, Tools, Fuel and Chemicals Starting and charging equipment Inspection and Disassembly Reconditioning, Preventative Maintenance, and Troubleshooting

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW56184, 06/07, 9:00 AM to 4:00 PM
College, Campus & Room:
GW , Gateway , N.Haven
Instructor:
Allyn Manning
Fee:
0
Notes:
**Class is held at the North Haven Campus: 88 Bassett Road, North Haven** Participant will need approval from your manager/TAO and complete a CT State Registration form prior to class. contact: pwalsh@gatewayct.edu

### **Basics in Small Engine Repair *\*\*Held on North Haven Campus - 88 Bassett Road\*\****

This is a **1-day** workshop of the top 3 repairs of small internal combustion two & four stroke engines. We will cover the differences between two and four stroke equipment as well as discuss the use of electric powered equipment. **Students are expected to wear the appropriate clothing, no shorts or sandals, and have eye and ear protection.** Vinyl gloves are optional. Students enrolling in this workshop will learn: Safety, Tools, Fuel and Chemicals Starting and charging equipment Inspection and Disassembly Reconditioning, Preventative Maintenance, and Troubleshooting

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW56185, 06/14, 9:00 AM to 4:00 PM
College, Campus & Room:
GW , N.Haven , 88 Bassett
Instructor:
Allyn Manning
Fee:
0
Notes:
**Class is held at the North Haven Campus: 88 Bassett Road, North Haven** Participant will need approval from your manager/TAO and complete a CT State Registration form prior to class. contact: pwalsh@gatewayct.edu

### **HVAC: Air Conditioning Seasonal Startup Seminar**

Pre-season inspections may uncover leaks, rust, rot, soot, frayed wires and/or corroded electrical contacts on air conditioners or heat pumps that can lead to bigger equipment failures if left untreated. Proper maintenance may also keep systems running at peak performance levels. Reviewing the steps required to successfully perform a

seasonal start up, fundamental skills required to troubleshoot residential & light commercial HVAC refrigeration system problems. And a review of the latest in refrigerants.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW56169, 03/22, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW , Gateway ,
<b>Instructor:</b> Dennis Silvestri
<b>Fee:</b> 0
<b>Notes:</b> Class is held On-Campus: 20 Church Street, New Haven. Parking available in Temple Street parking garage (180 Crown). Please bring in parking ticket for validation. Participant will need approval from your manager/TAO and complete a Gateway Registration form prior to class. contact: pwalsh@gatewayct.edu

### **HVAC: Electric Heat Pump, Mini Splits Fundamentals**

This seminar is designed to provide students with an introductory overview of heat pump / mini split system operations and principles to enhance their knowledge of air conditioning and heating with heat pump systems. Topics will include system components, operating cycles, installation practices and service procedures.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW56170, 04/19, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW , Gateway ,
<b>Instructor:</b> Dennis Silvestri
<b>Fee:</b> 0
<b>Notes:</b> Class is held On-Campus: 20 Church Street, New Haven. Parking available in Temple Street parking garage (180 Crown). Please bring in parking ticket for validation. Participant will need approval from your manager/TAO and confirmation of enrollment. contact: pwalsh@gatewayct.edu

### **Manufacturing - MILLING**

This course will cover basic overview, set-up and operations for vertical spindle, plain and universal horizontal milling machines to include aligning, selecting cutting tools, maintenance and more.

Required text: none

Prerequisite: none CEUs: 1.8

<b>Course # , Date(s) Time</b>
AS56179, 04/08, 9:00 AM to 3:30 PM   04/15, 9:00 AM to 3:30 PM   04/22, 9:00 AM to 3:30 PM
<b>College, Campus &amp; Room:</b>
AS , CT STATE ASNUNTUCK , MFG

<b>Instructor:</b>
<b>Fee:</b> 0
<b>Notes:</b>

## **Math for Manufacturing**

This course is intended to provide a working knowledge of shop related mathematics for entry level students and serve as a refresher course for those students having prior mathematics training. The course shall be offered as: -Level I: Basic Skills and Arithmetic, Decimals, and Fractions, and Graphing / Charting Practices -Level II: Algebra, Plane Geometry, Trigonometry

Required text: none

Prerequisite: none CEUs: 1.8

<b>Course # , Date(s) Time</b>
AS56180, 04/05, 9:00 AM to 3:30 PM   04/12, 9:00 AM to 3:30 PM   04/19, 9:00 AM to 3:30 PM
<b>College, Campus &amp; Room:</b>
AS , CT STATE ASNUNTUCK , MFG
<b>Instructor:</b>
<b>Fee:</b> 0
<b>Notes:</b>

## OSHA/SAFETY

This course identifies common workplace hazards to help prevent accidents and injuries. Topics include company vehicle safety; Confined spaces; Electrical safety; Emergency response; Eye, Hand, Head, Respiratory & Foot protection; Fall protection; Fire prevention; First aid & bloodborne pathogens; Forklift safety; HazCom; Hearing conservation; Lifting & ergonomics; Lockout/tagout; Machine guarding; Materials handling; Slips, trips & falls; Tool safety; Violence in the workplace; Welding, cutting & brazing; and Workplace security.

Required text: none

Prerequisite: none CEUs: 1.8

Course # , Date(s) Time
AS56178, 06/05, 9:00 AM to 3:30 PM   06/12, 9:00 AM to 3:30 PM   06/19, 9:00 AM to 3:30 PM
College, Campus & Room:
AS , CT STATE ASNUNTUCK , MFG
Instructor:
Fee: 0
Notes:

## Welding Processes

This course cannot be overenrolled due to equipment and safety concerns and participants should not have taken a Welding class through CEUI at Naugatuck previously. This is an introductory class. 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
NV56154, 04/02, 9:00 AM to 4:00 PM   04/03, 9:00 AM to 4:00 PM   04/04, 9:00 AM to 4:00 PM
College, Campus & Room:
NV , Naugatuck Valley Wtby , T403
Instructor: Joseph Demeter
Fee: 0
Notes:
Attendance on all three days of training is required to receive a completion certificate. Any participant missing the first day cannot attend Day 2 or Day 3 due to safety protocols. If a participant has their own protective gear, please bring it to the class. Participants must wear cotton pants and leather boots. Come to the East Entrance of the campus and park in the lot adjacent to Technology Hall (white building). Students enter the building on the main floor/5th floor, take a left into the foyer area, and come to the elevator bank on the back of the end wall to the left. Take the elevator down to the Welding lab on the 4th floor, Room 403. Restaurants are available within short driving distance on Chase Parkway in either direction from the campus. No parking tag is required. Class begins at 9:00 am SHARP! Only participants approved by the instate training coordinator will be admitted. Contact Cindy Tolin at <a href="mailto:ctolin@nv.edu">ctolin@nv.edu</a> for further information.

# **Instructor Biographies**

## **DeMarino, Margaret**

Margaret DeMarino has designed and led hundreds of workshops for the State of Connecticut, corporations, and financial institutions. While specializing in verbal and written communication, she also offers motivational seminars and workshops focusing on bettering organizational skills. A professional writer with a background in journalism and advertising, she also heads her own writing services business.

## **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.

## **Fisher, Richard**

## **Kauther Badr, Alison Wall**

## **Manning, Allyn**

## **Sampaio, Julie**

Julie has been working in the field of healthcare all her adult life and is part of the Trinity Health Network in Connecticut. She has been teaching CPR/FirstAid for 20 years and is passionate about spreading the word and helping the average citizen feel competent and comfortable should the need for CPR and AED training present itself. Her company trains students, state and college professionals for this most important skill. She is a true professional and will empower students to act and help save lives.

## **Silvestri, Dennis**

## **Trelease, Frances**

Frances Trelease is an AMA-certified workshop leader, and college lecturer. Her background includes corporate communications positions for several large corporations, including roles in marketing, public relations, internal communications and focus group work. She holds the following qualifications: An MBA in Marketing from the University of Connecticut; Former journalist, newspaper Bureau Chief, and public relations professional; Experienced corporate communications writer and editor; Adjunct college instructor in topics including public relations, business writing, marketing/consumer behavior, and writing for the mass media.

# Directions

## **Asnuntuck**

170 Elm Street, Enfield, CT 06082  
(860) 253-3000  
[www.acc.commnet.edu](http://www.acc.commnet.edu)

### **From the South:**

Take 91 Northbound to Exit 48. Turn Right at the end of the ramp onto Route 220 (Elm Street). Travel East through five traffic lights. The college will be on the right. Parking is available directly in front of the building as well as in the back.

### **From the North:**

Take 91 Southbound to Exit 48. Turn Left at the end of the ramp onto Route 220 (Elm Street). Continue with directions as above from the South. Asnuntuck will be on your right.

### **College Closing Procedures:**

In case of inclement weather, especially snow, ACTC may cancel or postpone classes. This information will be broadcast on several radio stations in Connecticut and Massachusetts:

For up to the date information on class cancellations or delays due to inclement weather or an emergency situation, please call 1.800.501.3967

## **Gateway**

Long Wharf Campus: **North Haven Campus:**  
60 Sargent Street New Haven, CT **88 Bassett Road North Haven, CT**  
(203)-285-2000) [www.gwcc.commnet.edu](http://www.gwcc.commnet.edu)

### **88 Bassett Road North Haven, CT**

### **From New Haven and Points South**

I-95 North and I-91 North to Exit 11. At the end of the exit ramp, turn right onto Route 22. Proceed to third traffic light and turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

----- Or -----

Route 15 (Wilbur Cross/Merritt Parkway) to Exit 63. At the end of the exit ramp, turn right onto Route 22. Proceed to the fourth traffic light and turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

### **From New London and Points East of New Haven**



I-95 South to I-91 North to Exit 11. At the end of the exit ramp, turn right onto Route 22. Proceed to the third traffic light and turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

### **From Hartford and Points North**

I-91 South to Exit 12 (Washington Avenue). At the end of the exit ramp, turn left. Proceed to the second traffic light and turn left onto Blakeslee Avenue. At the end of the road, turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

----- Or -----

Route 15 (Wilbur Cross/Merritt Parkway) to Exit 63. At the end of the exit ramp, turn right onto Route 22. Proceed to the fourth traffic light and turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

### **College Closing Procedures:**

Classes at Gateway are canceled or postponed only as a result of extreme weather conditions or other emergencies. The following radio stations will broadcast information regarding school closing or delayed opening:

WELI, 960AM WKCI, 101FM

WNHC, 1340AM WKSS, 97.5AM

WPLR, 99.1FM WEZN, 99.9FM

WICC, 600AM WEBE, 108FM

WTIC, 1080AM WCCC, 106.9FM

WCCC, 1290AM WHCN, 105.9FM

### **Naugatuck**

750 Chase Parkway, Waterbury, CT 06708

[www.nvcc.commnet.edu](http://www.nvcc.commnet.edu)

### **Directions to the College:**

#### **Route 8**

Take the Danbury exit onto I-84, then first exit off I-84 (exit 18). Bear left at the fork and take a left at the light. Go to second light for East Entrance and third light for West Entrance.

#### **I-84 West**

Take exit 18, bear left at the fork and take a left at the light. Go to second light for East Entrance and third light for West Entrance.

#### **I-84 East**

Take exit 18. At light take a right and at next light take a right. Go over bridge and at light take a left onto Chase Parkway. Go to first light for East Entrance and second light for West Entrance.

The first entrance (east entrance) on the right will take you to Founders Hall and Ekstrom Hall. The second entrance on the right (west entrance) will take you to garage parking, and Kinney Hall, Fine Arts Center, Student Center, Library, as well as Ekstrom Hall.

### **Directions to Mainstage and Playbox Theatre Parking**

Take the West entrance into the College - bear left at the split - follow the road continuing past parking Lot C. At the stop sign, take a right. Take next right into the parking garage. Bear right and park at the end of the garage (P-2) closest to the areas labeled "A2". Take last elevator to Plaza Level 3.

### **Directions to Internal Rooms from Parking Garage**

#### **Kinney Hall**

Take the elevator or stairs to the 5th floor walkway. Take a left. Follow the walkway to Kinney Hall (you will be on level 5). Take elevator or stairs to levels 4, 6 and 7. Information Booth on level 5.

#### **Ekstrom Hall**

Take elevator or stairs to the 5th floor walkway. Take a right. Follow the walkway to the end. Stairs straight ahead, elevator on the right to rooms on levels 3, 4 and 6. For rooms E518-E535, go straight out the doors and take a quick right into Southside of the building.

### **Cafeteria, Student Center Conference Rooms (S517 and S518), L501**

Take elevators in area labeled S1 or S2. Take elevator or stairs to level 5 to access the 5th floor walkway. Conference rooms are straight ahead. Take a left from elevator/stairs to Cafeteria West. Entrance is on your left. Take a right from elevators to L501 which will be on your right past the Cafeteria East.

### **Fine Arts Center Rooms, Student Center and Library**

Take elevators in areas labeled "A" for Fine Arts Center rooms, "S" for Student Center Rooms and "L" for Library to the appropriate floor number. Main entrance to the Library is on Level 4.

#### **Technology Hall**

Take elevators or stairs to the 5th floor walkway. Take a right. Follow the walkway to the end. Go straight through the double doors and walk over the glass-walled bridge.

**Northwestern Connecticut**  
Park Place, Winsted, CT 06098  
(860) 738-6300  
[www.nwcc.commnet.edu](http://www.nwcc.commnet.edu)

**Directions:**

**From Points South (Torrington, Waterbury, Bridgeport):**

1. Take Route 8 North to Winsted.
2. At the end of Route 8 divided highway section, turn right at traffic light onto Rt. 44W into Winsted.
3. The college is located on the right approximately 1/4 of a mile from the exit.

**From Points East (Hartford):**

1. Take Route 44 West to Winsted.
2. The college is located on the right, across from the green, apx 1/4 of a mile past the Junction of Route 8 (Divided Highway Section) and Route 44.

**From Points East (Canaan):**

1. Take Route 44 East to Winsted.
2. The college is located on the right, across from the green.

**College Closing Procedures:**

If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on the following radio stations:

WATR WRCH

WDRC (AM and FM) WSNG

WKZE WWCO

WMMW (AM) WZBG

WTIC (AM and FM) WZMX

Television: Channels 3 and 30.

Students may also call NCCC directly at (860) 738-6464 to hear a recorded message concerning any inclement weather closings. The recorded message will be available two hours prior to the start of the day, twilight, evening, and weekend classes. Radio and television stations will broadcast the announcement at about the same time period. Each group of classes will have its own cancellation announcement.

## **Southern Connecticut State University**

501 Crescent St. New Haven, CT 06515

[www.southernct.edu/campus-map](http://www.southernct.edu/campus-map)

### **Directions**

#### **Via I-95**

I-95, Exit 44 (Kimberly Avenue, Route 10). Turn right at the end of the exit onto Kimberly Avenue, then left at the stoplight onto Ella Grasso Boulevard, Route 10. Ella Grasso Boulevard ends at Crescent Street, near the south entrance of the campus.

#### **Via Rt. 15, Merritt-Wilbur Cross Parkway**

Rt. 15, Merritt-Wilbur Cross Parkway, Exit 59 (Whalley Avenue). Head south on Whalley Avenue, turn left onto Fitch Street, which bisects the campus.

#### **From New London**

I-95, Exit 44 (Ella Grasso Boulevard, Route 10). Follow Ella Grasso Boulevard north. Ella Grasso Boulevard ends at Crescent Street, near the south entrance of the campus.

#### **From Hartford**

Wilbur Cross Parkway, Exit 60 at Dixwell Avenue. Head south on Dixwell Avenue to Arch Street. Turn right at Arch Street and left at Fitch Street, which bisects the campus.