

CEUI/TECHNICAL COURSES
FOR NP-2 BARGAINING UNIT MEMBERS

Fall 2011

Agency Registration Deadline: 08/26/ 2011

Staff Development Courses

Offered by

The State of Connecticut Community College System

In partnership with

Connecticut Employees Union Independent



www.commnet.edu/inservice



WELCOME!

Dear Colleagues,

We are pleased to announce that the Connecticut Employees Union Independent has chosen to sponsor a comprehensive set of courses for their members for the fall 2011 term, with the goal of keeping employees current in their respective fields and fostering upward mobility. These programs are offered through the State In-Service Training Program and included in this separate booklet for copying and distribution to all members of the NP-2 bargaining unit.

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

- **Agencies must register seats online by August 26, 2011.** Requests received after this date will be honored on a space-available basis.
- Before seat requests are submitted by your Training Approval Officer, all approvals required by your agency must be obtained.
- Seats in each course will be assigned based on the seniority of the applicants. Pre-set maximums vary by course, and we will enroll up to the maximum allowed.
- 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 the applicant's responsibility to carefully review dates and times, and it is critical that those who are assigned seats actually attend classes!**
- Once seats are reserved, it means that we are committed to running the class. **There are no withdrawals once seats have been reserved.** A substitute may be sent in place of the original registrant provided that the substitute is a member of the NP-2 Bargaining Unit *and* meets any prerequisites listed in the course description.
- NP-2 members should direct questions about seat reservations to their Training Approval Officer, who should relay special situations or history to the Workforce Development Coordinator.
- NP-2 Bargaining Unit members who wish to register for In-Service courses 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.
- Courses are sponsored by the Union **at no cost to your agency.**

We encourage you to take advantage of this opportunity by making 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,

Jane Williams

Workforce Development Coordinator

Board of Trustees, CT Community College System

61 Woodland Street ♦ Hartford, CT 06105

(860)244-7614 ♦ Fax: (860)244-7883 ♦ jwilliams@commnet.edu

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Abbreviation	College
AS	Asnuntuck
CA	Capital
GW	Gateway
MA	Manchester
MX	Middlesex
NW	Northwestern
TX	Tunxis

Essential Business Skills

Effective Communication

Reduce stress and increase productivity by learning to cope more effectively with the challenging people and situations in your life. Positively manage adversarial relationships and interpersonal conflict by creating a collaborative and cooperative work environment. Counteract the detrimental impact of the negative people and situations in your life by:

- Quickly resolving situations and ensuring that the agreement is kept
- Discovering and implementing proactive measures that create boundaries
- Using persuasive communication techniques to get people to cooperate with you and each other
- Identifying difficult personality types and how best to defuse them
- Turning criticism, gripes and complaints into positive, corrective action
- Identifying and dealing with emotional triggers
- Turning confrontation into cooperation
- Achieving “win-win” resolutions

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX71700, 10/05/11, 8:30 AM to 3:30 PM
College, Campus & Room:
TX , Tunxis@Bristol , CL 1
Instructor: Susan Lesser
Fee: 0
Notes: 430 North Main Street, Bristol, CT 06010 860 314-4708

Managing Disagreement, Conflict & Confrontation-NEW

This program takes a positive and effective approach to disagreement, conflict, confrontation, difficult people and other sources of negativity in the workplace. Participants will explore the causes of opposition, its emotional and behavioral manifestations and how to prevent or minimize it. This program is also an ideal introductory program for those who need to develop negotiating skills. At the conclusion of this program you will be able to:

- Define conflict and identify those elements present in every conflict.
- Identify the sources and stages of conflict and disagreement.
- Describe how your self-expectations directly influence the conflict in your life.
- Describe the role of relationships in conflict resolution.
- Employ confrontation as a productive technique in resolving conflicts, while minimizing your risk.
- List five conflict management styles, identify your own style and know when to use each style.
- Use collaboration and problem solving to achieve gain/gain outcomes to conflicts.
- Recognize ways you can build on your conflict management strengths to become more effective in managing conflicts.
- Accept conflict as inevitable and benefit from it.

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
TX71784, 10/24/11, 8:30 AM to 3:30 PM
College, Campus & Room:
TX , Tunxis@Bristol , CL 2
Instructor: Larry Lindquist
Fee: 0
Notes: 430 North Main Street, Bristol, CT 06010 860 314-4700

Workplace Cardiopulmonary Resuscitation

This course is designed to provide an overview of basic life saving skills including the ability to recognize life-saving emergencies in the workplace, relieve choking in a safe, timely, effective manner and cardiopulmonary resuscitation (CPR). Learning objectives: Understand the differences between adult and pediatric CPR. Detect and safely remove foreign body airway obstructions.

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
CA71786, 12/13/11, 9:00 AM to 4:00 PM
College, Campus & Room:
CA , 950 Main St., Hartford , 303
Instructor: Jason Race
Fee: 0

Workplace Interpersonal Skills-NEW

Ever think of the perfect thing to say—when it's too late? Or perhaps you're becoming frustrated with the amount of explaining it takes for others just to get the job done. This workshop will help you build essential and effective communication skills—whether you're interacting with clients or co-workers, reporting upward, or working as part of a team. You'll learn to manage emotional responses, develop intuition (internal wisdom), create “default language,” and enhance your critical thinking skills under stress to position yourself as a true professional. You will learn: • The five keys to creating effective communications • Strategies for identifying and overcoming listening blocks. • Ways to “read” a person through observing body language “clusters,” including gestures • The Four Basic Communication Personality/Behavioral Styles and how to adapt to each • Eight critical assertive communication practices • Ways to identify and shift ten major “hidden agendas” of others' • Methods to adjust to how group dynamics and group roles influence behavior • Proven techniques for handling conflict • Techniques for dealing with workplace stress

Required text: N/A

Prerequisite: N/A CEUs: 0.6

Course # , Date(s) Time
MX71782, 10/20/11, 9:00 AM to 4:00 PM
College, Campus & Room:
MX , Middletown , Chapman 612
Instructor: Margaret DeMarino
Fee: 0

Developing Leadership Skills

Effective Supervisory Techniques - NEW!

This course is intended for those who have been working in a supervisory capacity and want to learn additional motivational and training techniques. Supervisors today are not only responsible for assuring effective operations, but also for managing workplace learning by training, coaching and mentoring. Supervisors will learn techniques for evaluating, planning and implementing an effective workplace environment. Participants will learn how to: develop role clarity; focus on goals; give the right feedback at the right time; and develop training plans, self-assessment checklists and discussion guidelines. Supervisors who are most effective at coaching are proactive. They are also skilled in balancing their ability to listen and offer support to team members, without removing responsibility.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA71686, 10/17/11, 8:30 AM to 3:30 PM
College, Campus & Room:
MA , Learning Resource Center , LRC B144
Instructor: Ralph Braithwaite
Fee: 0

Technology Advancement

Computer Boot Camp - NEW!

Do you feel you are being left behind in the technology revolution? It is never too late to learn, and we have a course that will acquaint you with the computer terminology and devices that help manage your information today. Students will gain insight into computer hardware and the Microsoft Windows operating system. In addition, students will learn how to use basic word processing functions of the popular Microsoft Word program. Students will also learn how to use the Outlook email program and the best search techniques on the Internet. Registered students are eligible for free Windows software. Instructor provides handouts. Required text: None- Prerequisite: Typing skills recommended. CEUs: 1.2

Course # , Date(s) Time
MA71685, 09/19/11, 8:30 AM to 3:30 PM 09/26/11, 8:30 AM to 3:30 PM
College, Campus & Room:
MA , Learning Resource Center , LRC B142
Instructor: Margaret Gordon
Fee: 0
Notes: This course meets for 2 days.

MS Excel 2007 II (Intermediate)

Now having mastered the basics of MS Excel 2007, expand your skills to streamline repetitive tasks and display spreadsheet data in more visually effective ways. Learn how to enhance your spreadsheets with templates, charts, graphics, and formulas. Learning objectives: • Calculate with advanced formulas. • Organize worksheet and table data. • Insert graphic objects and customize workbooks.

Required text: none

Prerequisite: MS Excel 2007 Introduction CEUs: 0.6

Course # , Date(s) Time
CA71785, 12/07/11, 9:00 AM to 4:00 PM
College, Campus & Room:
CA , 950 Main St., Hartford , 604
Instructor: Debbie Lamont
Fee: 0

Trade Skills

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. Required text: None-Prerequisite: None CEUs: 0

Course # , Date(s) Time
AS71659, 09/26/11, 9:00 AM to 4:00 PM 09/27/11, 9:00 AM to 4:00 PM 09/28/11, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , Asnuntuck ,
Instructor: Ernie Canterbury
Fee: 0
Notes: This course meets for 3 days.

Course # , Date(s) Time
AS71660, 11/14/11, 9:00 AM to 4:00 PM 11/15/11, 9:00 AM to 4:00 PM 11/16/11, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , Asnuntuck ,
Instructor: Ernie Canterbury
Fee: 0
Notes: This course meets for 3 days.

E1 & E2 Continuing Education for Electricians

The program has been designed by the CT Department of Consumer Protection and the State Electrical Examining Board. To maintain a license, all electricians are required to yearly complete continuing education. The program will cover the following; Changes in the Electrical Code, OSHA and other safety laws and mandates as prescribed by the State of CT, and other important changes in the Industry. Students are required to bring the NEC 2005 Code Book and Stallcup's Illustrated Code Changes
Required text: Included

Prerequisite: None CEUs: 0.7

Course # , Date(s) Time
TX71708, 09/20/11, 8:30 AM to 4:30 PM
College, Campus & Room:
TX , Tunxis@Bristol , CL 2
Instructor: Independent Electrical Contractors
Fee: 0
Notes: 430 North Main Street, Bristol, CT 06010 860 314-4700

Healthy Building Assessment and Remediation

This course provides practical instruction on assessing buildings for a healthy environment and correcting moisture problems in buildings. Topics will include life cycle and growth habits of mold; health effects associated with fungi; how moisture gets into buildings; mold assessment and evaluation strategies and corrective measures; floods, storms and fire damage; water removal and dehumidification; personal protective equipment and worker training; indoor air quality; lead introduction; drinking water; asthma and allergies; carbon monoxide; hazardous products and green alternatives; pesticides and integrated pest management; environmental microbiology and other topics.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
MA71687, 09/20/11, 8:30 AM to 3:30 PM 09/27/11, 8:30 AM to 3:30 PM
College, Campus & Room:
MA , Learning Resource Center , LRC B144
Instructor: Kevin Miller
Fee: 0
Notes: This course meets for 2 days.

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
TX71667, 10/20/11, 8:30 AM to 3:30 PM 10/21/11, 8:30 AM to 12:30 PM
College, Campus & Room:
TX , Tunxis@Bristol , CL 1
Instructor: David Stevens
Fee: 0
Notes: 430 North Main Street, Bristol, CT 860 314-4708 (This course meets for 2 days)

Preparing the Landscape for Winter - NEW!

This course includes discussions and demonstrations of tasks to do to avoid increased work due to weather and conditions of the season. This will include lawn care, leaves, shrubs, perennials and trees. Instructor provides handouts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA71688, 09/22/11, 8:30 AM to 3:30 PM
College, Campus & Room:
MA , Learning Resource Center , LRC B144
Instructor: Bettylou Sandy
Fee: 0
Notes:

Small Engine Repair-Two Day Course

This is a two day course covering the basic understanding and maintenance of engines used in the lawn care business. The class will be an introduction to small gasoline engines 2-15hp. The class will cover topics from safety, basic maintenance, troubleshooting, and 2-stroke vs. 4-stroke, sub-systems, and specialty tools. The second day of this work shop includes hands on exercises and team projects on actual small engines.

Required text: All materials supplied

Prerequisite: NONE CEUs: 1.4

Course # , Date(s) Time
GW71765, 01/06/12, 9:00 AM to 4:00 PM 01/09/12, 9:00 AM to 4:00 PM
College, Campus & Room:
GW , GWCC North Haven , Auto Lab
Instructor: Scott McFarland
Fee: 0
Notes: This is a two day course that meets in January 2012.

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. 18 hour class, materials inc

Required text: none

Prerequisite: none CEUs: 0

Course # , Date(s) Time
AS71661, 11/07/11, 9:00 AM to 4:00 PM 11/08/11, 9:00 AM to 4:00 PM 11/09/11, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , Asnuntuck ,
Instructor: Steve Goodrow
Fee: 0
Notes: This course meets for 3 days.

Instructor Biographies

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).

Canterbury, Ernie

Ernie has been with Asnuntuck Community College for four (4) years. Prior to that, he was the Manufacturing Technology Coordinator at the Massachusetts Career Development Institute in Springfield, MA for eighteen (18) years. He was also the Training Project Leader at Digital Equipment Corporation for eighteen (18) years. Ernie has been the primary architect of the electronics programs at the College. He attended the University of Hartford-Ward Technician Institute majoring in communication electronics and received US Army Instructor Certification.

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.

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.

Gordon, Margaret

Margaret Gordon has more than 25 years of experience troubleshooting hardware and software systems and applications. She has also taught all levels of Microsoft operating systems and Office applications, and she is a Microsoft Office Specialist Certified in Access 2007 and Excel

2007.

Lamont, Debbie

Debra Lamont started computer training in 1985 to help small business owners understand and use computers in their offices. A trained teacher and former college professor, Mrs. Lamont is a graduate of the University of Bridgeport and the University of Connecticut with a Master of Arts degree in Instructional Media and Education Technology. Since 1985, she has provided training and consulting for numerous companies, colleges, organizations, government agencies and individuals in several locations throughout the Northeast and Southeast.

Lesser, Susan

Susan Lesser, Founder and President of The Susan Lesser Group, is a consultant to a wide range of privately-owned businesses and nonprofit organizations. With her Masters in Business Administration and more than two decades of experience, Lesser is uniquely qualified to provide senior counsel to family businesses and closely-held enterprises. Her background in counseling enables her to see through the clutter, providing profitable insights and facilitating the kind of productive, future-oriented discussions that ultimately prove essential to the organization's success. Susan Lesser specializes in analyzing and improving organizational structure and efficiency. Augmented by her in-depth understanding of individuals' professional development needs and motivations, Lesser's tireless energy and keen ability to innovate help her clients implement changes at all levels of the organizational structure with increased productivity as the ultimate goal.

Lindquist, Larry

Larry is a management/training consultant. He has a B.S. degree in Business Administration and minor degrees in Economics and Insurance. Additionally, he has acquired a broad background in the behavioral sciences, communications, negotiating and management through extensive research and education. His expertise is supported by over 25 years of work experience in business and government. He has held positions in marketing/sales, recruiting/personnel, supervision/management, consumer affairs and training/education.

McFarland, Scott

Scott McFarland is an Assistant Professor in Automotive Technology. He is the program Coordinator for the prestigious General Motors Program at Gateway Community College. Scott's credentials include ASE Master Technician, and ASE Certified Alternate Fuels Technician. Scott has been with Gateway Community College since 2001 as an adjunct faculty member and has become the most recent full time faculty addition in the Automotive Technology Department. Scott Holds a BS from the University of Massachusetts.

Miller, Kevin

Kevin Miller is Chief Executive Officer of Fuss & O'Neil EnviroScience, LLC, a full-service engineering and consulting firm. He has worked in the environmental science field for more than 30 years.

Race, Jason

Jason is a certified CPR instructor.

Sandy, Bettylou

Bettylou Sandy is an accredited Organic Land Care Professional by the NOFA Organic Land Care Program. She is owner of a gardening business and has offered gardening and landscaping seminars throughout Connecticut and Rhode Island since 1987.

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.

Maps and Directions

Asnuntuck

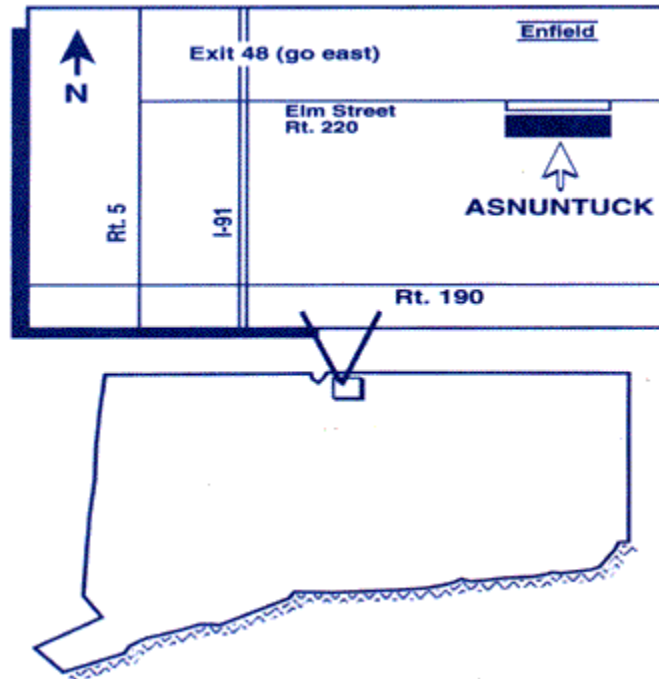
170 Elm Street, Enfield, CT 06082
(860) 253-3000 ~ www.acc.commnet.edu

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

Capital

950 Main Street, Hartford CT
(860) 906-5000 or 1-800-894-6126 ~ www.ccc.commnet.edu

Directions to parking garage for 950 Main Street, Hartford:

Ample free parking for Capital Community College In-Service students is available at the Morgan Street Garage. *Capital is only able to validate parking at the Morgan Street Garage - Bring your ticket stub to class for validation!* Anyone parking in other area garages will be responsible for any charges incurred. DAS / In-Service students are considered students at the college, not visitors. Motorcycle parking is prohibited in the garage.

From Interstate 84 Eastbound (from West Hartford, Farmington, etc.)

Take Exit 50 (Main Street). At third traffic light, turn right onto Market Street. At first light, turn left, then left again into Garage entrance.

From Interstate 84 Westbound (from East Hartford, Manchester, Route 2, etc.)

Take Exit 50 (Main Street). At bottom of ramp, turn left onto Market Street to go under the highway. At second traffic light, turn left, then left again into Garage entrance.

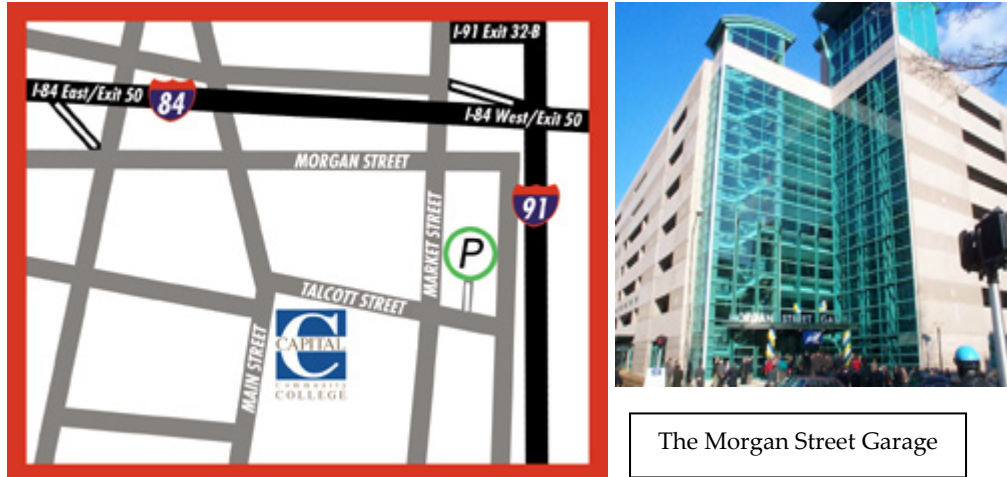
From Interstate 91 Northbound and Southbound

Take Exit 32-B (Trumbull Street). Ramp ends at a traffic light. Turn left onto Market Street. At third traffic light turn left, then left again into Garage entrance.

Directions to enter Capital Community College from the Morgan Street Parking Garage:

The entrance is located on the corner of Market and Talcott Streets, diagonally across from the Morgan Street Parking garage MAIN lobby. You will see a sign that says 960 Main. Enter through the revolving doors below that sign.

- Once in the building, take the escalators located on your LEFT up TWO full flights to the Main St. Level.
- Turn left and walk down the corridor to the circular retail area.
- Follow signs to Capital Community College lobby (glass doors on your left).
- A plasma screen mounted near the elevators lists room assignments each day. If you cannot find your room assignment, visit the Continuing Education Office on the 3rd floor for assistance.



Capital (continued)

College Closing Procedures

Information about delayed openings and class cancellations will be announced on:

WVIT-TV	Channel 30	WKSS	95.7 FM
WFSB-TV	Channel 3	WRCH	100.5 FM
WTIC	1080 AM and 96.5 FM	WZMX	93.7 FM

Messages called into some radio and TV stations are automated and do not allow for specific details. Therefore, messages may be vague. The information below should be helpful in explaining the situations that may occur:

- 1) If radio and television messages state “college is closed,” all classes are canceled for that day *and will be rescheduled*.
- 2) If radio and television messages state “2 hour delayed opening,” the college will open at 11:00am. Classes scheduled to begin at 9:00am and end at noon will not be held, but those scheduled to begin at 1:00pm and end at 4:00pm will run on schedule. Also, classes scheduled to start at 9:00am and end at 4:00pm *will begin at 11:00am*. Such classes will have both an abbreviated lunch period and afternoon break to make up for the lost class time. If necessary, instructors will extend their classes to ensure that the appropriate instruction time has been completed. If CCC is open, In-Service registrants are expected to attend class.

If any In-Service classes are postponed due to inclement weather, the college staff will contact Training Approval Officers within two business days regarding the rescheduled date for each class.

Gateway

North Haven Campus
88 Bassett Road North Haven, CT 06473
(203)-285-2000 ~ www.gwcc.commnet.edu

Directions to the North Haven Campus, for In-Service classes:

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 South (Wilbur Cross/Merritt Parkway) to Exit 63. At the end of the ramp, turn left onto Hartford Turnpike. At the next light, turn left onto Route 22. Proceed to the fifth 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	960 AM	WKCI	101 FM
WNHC	1340 AM	WKSS	97.5 AM
WPLR	99.1FM	WEZN	99.9 FM
WICC	600 AM	WEBE	108 FM
WTIC	1080 AM	WCCC	106.9 FM
WCCC	1290 AM	WHCN	105.9 FM

Manchester

Great Path, P.O. Box 1046 Manchester, CT 06040
(860) 512-3000 ~ www.mcc.commnet.edu

Highway Directions to MCC



From Hartford: From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

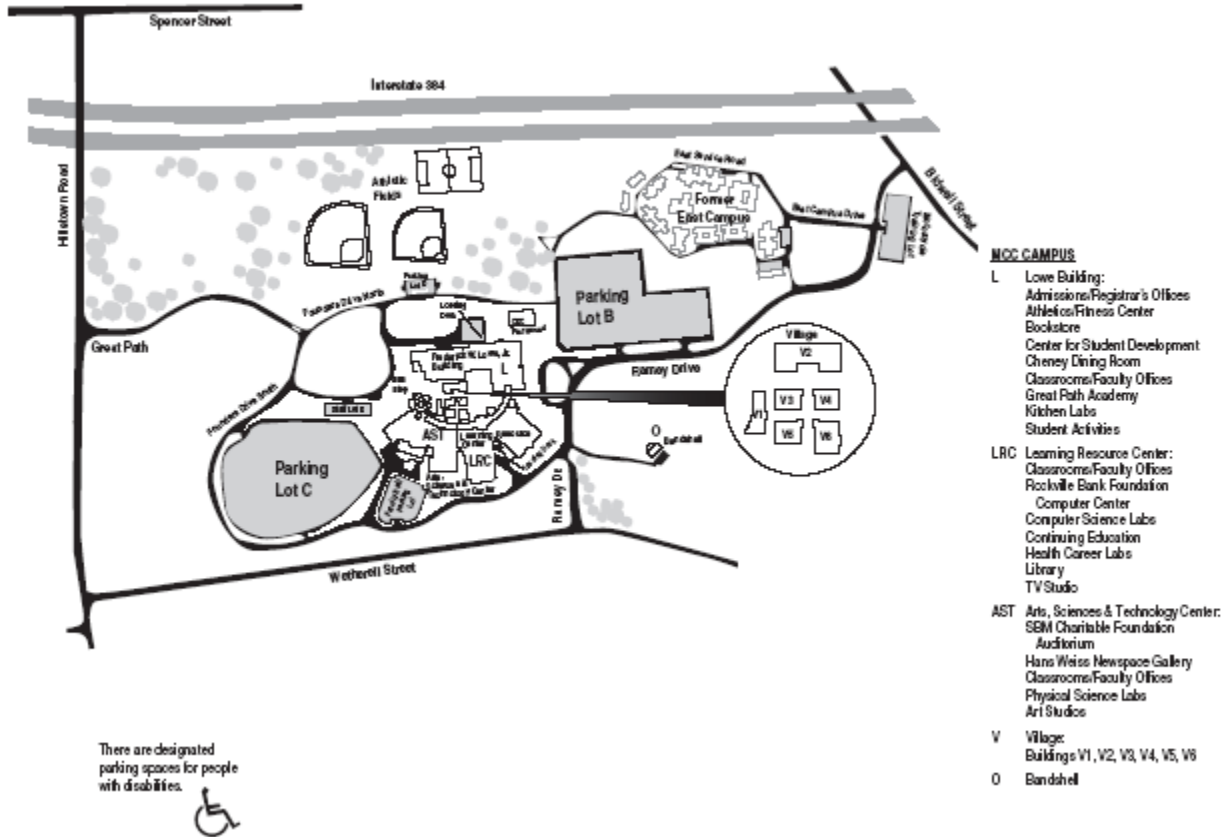
From Boston: Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Bolton: Take I-384 westbound. Take exit 1. Turn right at the light onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Springfield: Take I-91 South. Take exit 35A to I-291 east, to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

Manchester (continued)

Manchester Community College Campus Map



College Closing Procedures

Announcements regarding cancellations due to weather conditions are broadcast on the following radio stations:

WTIC	WDRG	WHCN
WPOP	WRCH	WCCC

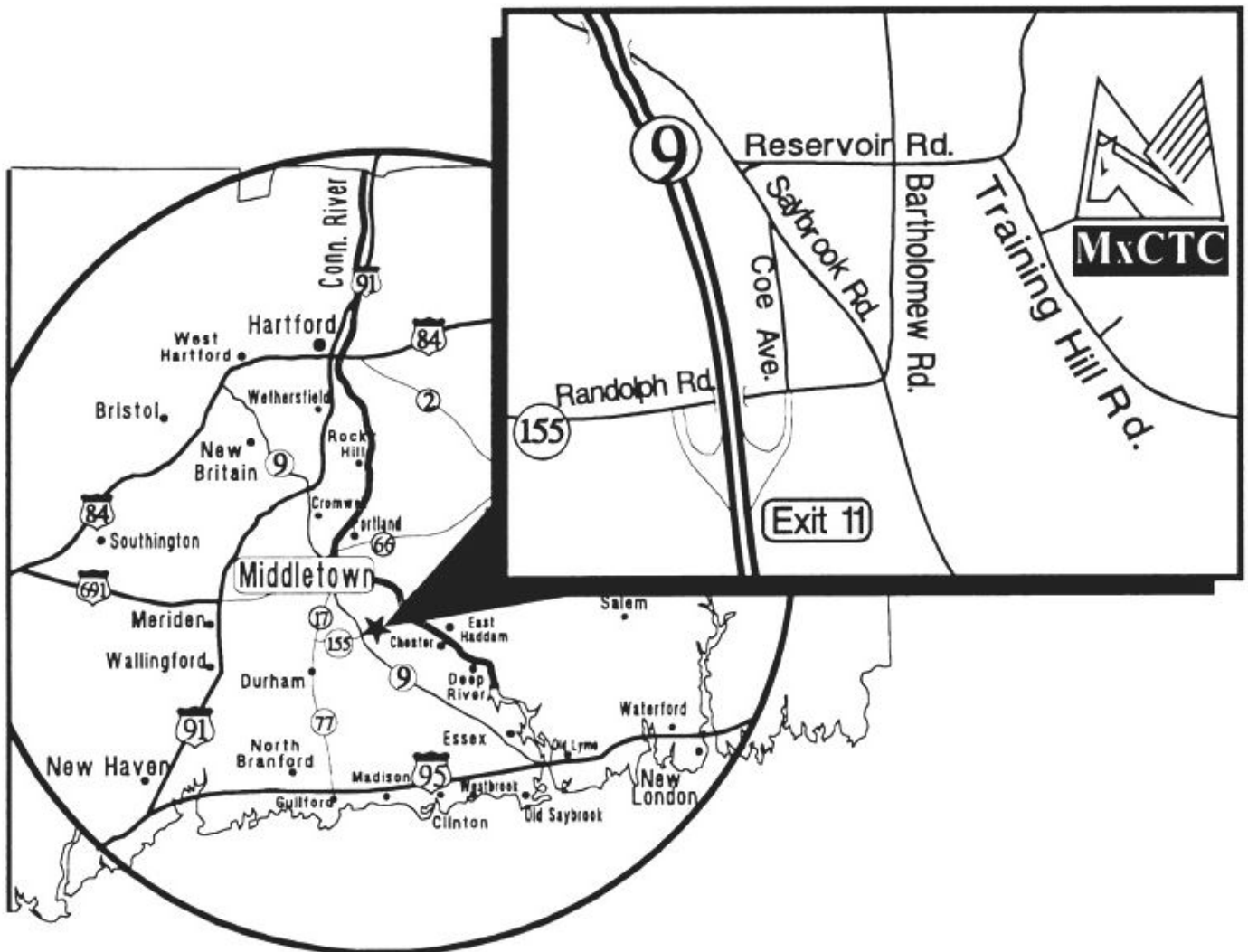
In addition, you may call the college's automated Info Line at (860) 512-3016, or the main line at (860) 512-3000.

Middlesex

100 Training Hill Road, Middletown, CT 06457
(860) 343-5800
www.mxcc.commnet.edu

Direction

A few miles South of downtown Middletown on Route 9, take Exit 11 (Rt. 155, Randolph Road). At the end of the ramp (for both N. & S. bound) turn right onto Randolph Road. Continue to the traffic light at the top of the hill & turn left onto Saybrook Road. Go a quarter of a mile & turn right onto Reservoir Road. Travel past the stop sign & then take the first right onto Training Hill Road. Your first left will lead into the MxCC Campus parking area.



Northwestern Connecticut

Park Place, Winsted, CT 06098
(860) 738-6300 ~ www.nwcc.commnet.edu

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

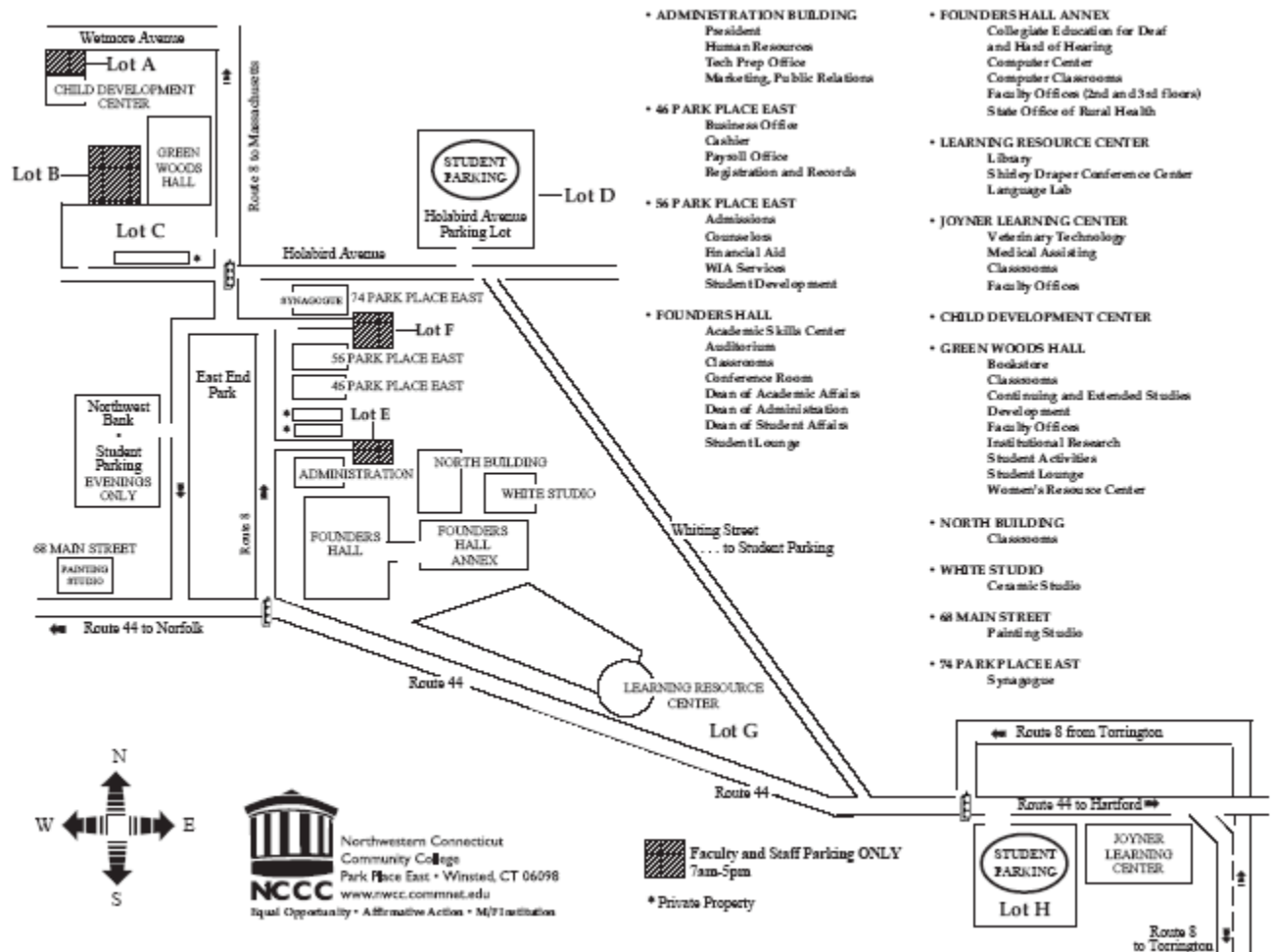
1. Take Route 8 North to Winsted.
2. At the end of Route 8 divided highway section, turn right at traffic light onto Rt. 44W into Winsted.
3. The college is located on the right approximately 1/4 of a mile from the exit.

From Points East (Hartford):

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

Tunxis

Main Campus:
271 Scott Swamp Road,
Street
Farmington, CT 06032
(860) 677-7701

Bristol Campus:
430 North Main

Bristol, CT 06010
(860) 314-4700

www.tunxis.commnet.edu

In-Service courses will be held at both the Bristol campus and the Farmington campus.
Students must check course locations carefully.

Bristol Campus in Bristol Connecticut:

From Hartford:

Take 84 West to Exit 38, Bristol / Rt. 6. Follow Rt. 6 approximately 11 miles to the intersection of Rt. 6 and North Main St. Take a left onto North Main and then a left into North Side Plaza. The Bristol Campus is located next to Super Natural.

From Middletown, Rocky Hill, Newington and Points East:

Take Rt. 9 North, and follow signs to RT 72. Continue on Rt. 72 and take Exit 1, Rt. 177. Turn right at light onto Rt. 177. Go 2 miles (passing by Tunxis Community College) to the intersection of Rt. 177 and Rt. 6. Take a left onto Rt. 6 and follow approximately 4.5 miles. At the intersection of Rt. 6 and North Main Street, take a left onto North Main and then a left into North Side Plaza. The Bristol Campus is located next to Super Natural.

From Waterbury:

Take 84 East to Rt. 72. Take Exit 1 onto Rt. 177 / North Washington St. and then follow the underlined directions above.

Main Campus in Farmington:

Tunxis Community College is located at 271 Scott Swamp Road, at the intersection of Routes 6 & 177 in Farmington, CT. Entrances to the parking areas are located on Route 177.

From I-84 Westbound (from Hartford)

Take Exit 38 (Route 6/Bristol); follow Route 6 approximately 7 miles to the intersection of Routes 6 & 177. Turn left onto Route 177 South. College entrance is on the left. OR

Take Exit 33 (Route 72 West/Bristol), then take the next exit to Route 177 North Washington St. Turn right at the bottom of the exit onto Rte. 177 North. Tunxis is on the right 2 miles from the exit ramp and just before the second light (intersection of Routes 6 & 177).

From I-84 Eastbound (from Waterbury)

Take Exit 33 (Route 72 West—Plainville/New Britain) which is a left exit approx. 2.8 miles past Exit 32—Queen Street/Southington. Continue for 2 miles on Route 72. Exit at Route 177/North Washington Street. Turn right onto Route 177 North. Tunxis is on the right 2 miles from the exit ramp and just before the second light (intersection of Routes 6 & 177).

From Middletown, Rocky Hill, Cromwell, Newington, and Points East

Take Route 9 North; follow signs for New Britain/Bristol Route 72. Continue on Route 72 to Route 177/North Washington St. Turn right onto Route 177 North. Tunxis is on the right 2 miles from the exit ramp and just before the second light (intersection of Routes 6 & 177).

If you need further assistance, call 860.255.3500.

College Closing Procedures

In the event of inclement weather, please listen to any of the following radio stations for cancellations:

WRCH, WTIC, WPOP, WDRC, WHCN, WWYZ, or call the college.

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	Effective Communication	TX	71	700	10/05/2011
	Yes__ NO__ N/A	Managing Disagreement, Conflict & Confrontation-NEW!	TX	71	784	10/24/2011
	Yes__ NO__ N/A	Workplace Cardiopulmonary Resuscitation	CA	71	786	12/13/2011
	Yes__ NO__ N/A	Workplace Interpersonal Skills-NEW!	MX	71	782	10/20/2011
		DEVELOPING LEADERSHIP SKILLS				
	Yes__ NO__ N/A	Effective Supervisory Techniques - NEW!	MA	71	686	10/17/2011
		TECHNOLOGY ADVANCEMENT				
	Yes__ NO__ N/A	Computer Boot Camp-NEW!	MA	71	685	09/19/2011
	Yes__ NO__ N/A	MS Excel 2007 II (Intermediate)	CA	71	785	12/07/2011

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		TRADE SKILLS				
	Yes__ NO__ N/A	Basic Electricity (meets for 3 days)	AS	71	659	09/26, 09/27, 09/28 2011
	Yes__ NO__ N/A	Basic Electricity (meets for 3 days)	AS	71	660	11/14, 11/5, 11/ 16 2011
	Yes__ NO__ N/A__	E1 & E2 Continuing Education for Electricians	TX	71	708	09/20/2011
	Yes__ NO__ N/A__	Healthy Building Assessment and Remediation (meets for 2 days)	MA	71	687	09/20, 09/27 2011
	Yes__ NO__ N/A__	OSHA 10 (meets for 2 days)	TX	71	667	10/20, 10/21 2011
	Yes__ NO__ N/A__	Preparing the Landscape for Winter-NEW!	MA	71	688	09/22/2011
	Yes__ NO__ N/A__	Small Engine Repair- Two Day Course (meets for 2 days)	GW	71	765	01/06, 09 2012
	Yes__ NO__ N/A__	Welding II (meets for 3 days)	AS	71	661	11/07, 08, 09 2011

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 _____