

# Prepare For *Your* Future at Tunxis.

*Let us help you train for a new career, learn a different skill, solve an old problem, or just relax. We have over 300 online offerings and programs on campus.*

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## Registration Information

**Non-credit registration form (p. 30) must be completed in full with date of birth and social security number. Course fees are payable at time of registration. No written confirmations are mailed. You are assured of a place in class unless notified otherwise. Please make note of course location (Bristol or Farmington) when registering.**

### In Person

Register at Workforce Development & Continuing Education,  
700 Building, Room 7-116 (address below),

**Monday-Friday • 9AM-4:30PM**

### Mail

Registration form (p. 30) & check (payable to Tunxis  
Community College) must reach us one week  
prior to the start of the course.

**Mail To:** Workforce Development & Continuing  
Education, TCC, 271 Scott Swamp Road,  
Farmington, CT 06032

### Fax

Complete registration form (p. 30). Include  
required **VISA, Discover** or **MC** number  
& expiration date. Fax to 860.606.9732.

# Fall 2014

## Schedule of Programs and Course Offerings

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## ACCESSIBILITY AND EQUAL OPPORTUNITY

*Tunxis Community College is committed to access and equal opportunity. Should you require academic adjustments to participate in any of the programs offered through Workforce Development & Continuing Education, please contact Dr. Kirk Peters, Dean of Student Services (860.255.3560), or Cathy Felice, Academic Support Center (860.255.3572), at least three weeks before the start of your class. Alternative formats of this material may be provided upon request.*

*The College does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, national origin, ancestry, present or past history of mental disorder, learning disability or physical disability, political beliefs, marital or veteran status, gender identity and expression, genetic information or criminal record in its programs and activities. The College reserves the right to make any necessary changes in the information listed in this publication.*

- ▶ **Phone: 860.255.3666**
- ▶ **Fax: 860.606.9732**
- ▶ **Email: [tx-continuing-ed@tunxis.edu](mailto:tx-continuing-ed@tunxis.edu)**
- ▶ **Online: [tunxis.edu](http://tunxis.edu)**

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## Already in the health care industry?

See page 25 for: Self-care for the Caregiver and Health Care Providers.

### Central Sterile Processing Technician

Approved for WIA Funding/GI Bill

Central sterile processing technicians are responsible for the sanitation and packaging of surgical instruments in hospitals, surgical centers and clinics. This 15-week program covers anatomy and physiology; microbiology and infection control; decontamination and sterilization processing; and how to handle, care for, and identify surgical instruments. The course includes clinical exposure to a central sterile processing department. Course fee does not include national certification exam. Students must have their book for the first class.

**Wednesday Option: Sept. 10 – Dec. 17 (W); 5-9PM (No class Nov. 26) • CRN: 5244**

**Saturday Option: Sept. 13 – Dec. 20 (S); 9AM-1PM (No class Nov. 29) • CRN: 5202**

**Both Classes Meet: Jan. 7 (W); 5-8PM**

**Fee: \$949 plus text and nonrefundable**

**\$35 administrative fee**

**Room: 6-172 • Instructor: Marcia Zello, CSPTM**

Email [tx-continuing-ed@tunxis.edu](mailto:tx-continuing-ed@tunxis.edu) to receive more information or an application packet.

### Medical Assistant

Approved for WIA Funding/GI Bill

Program starts September 15.

- This 10-month day program prepares you to sit for the American Medical Technologists' RMA National Examination.
- Classroom instruction and lab groups are held at the college.
- Clinical externships are held at physicians' offices and clinics within our college service area.
- Approximate program cost is \$7,000.

Email [tx-continuing-ed@tunxis.edu](mailto:tx-continuing-ed@tunxis.edu) to receive more information or an application packet.

**FREE INFORMATION SESSION Monday,  
August 25 at 1 PM in Room 306.**

Call **Shaina Hamel, C.P.T., L.P.N.**, at **860.255.3684** or **Cheryl Conaty, R.N.**,  
at **860.255.3670** to reserve your seat and for more information.

## Medical Administrative Assistant Program

Approved for WIA Funding/GI Bill

Program starts September 11.

This 5-month Medical Administrative Assistant program prepares you for the vital duties of the front office, from scheduling appointments and billing insurance companies to handling patient records.

Program includes medical terminology; medical office procedures; health care insurance processing, billing and coding; electronic health records; computer skills; financial management, customer service, medical law & ethics, HIPAA rules and guidelines and risk management.

Approximate program cost is \$3,000. Program runs every spring and fall.

Email [tx-continuing-ed@tunxis.edu](mailto:tx-continuing-ed@tunxis.edu) to receive more information or an application packet.

Tunxis Continuing Education offers a number of Workforce Investment Act (WIA) approved programs that are funded through the CT Dept. of Labor. To see if you qualify call New Britain CT Works at 860.223.0889.

Approved for WIA Funding/GI Bill

## EKG Technician

Meet the demand for cross-trained health professionals by adding EKG skills to your résumé. This comprehensive program with lab, prepares you to take the NHA Electrocardiograph Technician Certification Exam (fee not included in tuition cost).

**Sept. 15 – Dec. 15 (M); 5:30-9:45PM**  
**13 sessions (no class Oct. 13) - 4.9 CEUs**  
**CRN: 5205 • Fee: \$899 plus text**  
**Room: 202**  
**Instructor: Mark Rouleau, R.N.**

## EKG & Pulse Oximetry Skills

For allied health professionals looking to add to their skill set, this course includes classroom and hands-on experience. Learn basic skills in administering a 12-lead EKG and pulse oximetry measurement. It is appropriate for nurse aides and those preparing for patient care technician (PCT) positions. Students should read the first two chapters of the text prior to the start of class. **Please note: This course does not prepare you to become an EKG technician.** You must attend all sessions to receive a certificate of completion.

**Oct. 16 – Nov. 13 (TH); 5:30-8:30PM**  
**5 sessions – 1.5 CEUs**  
**CRN: 5204 • Fee: \$279 plus text**  
**Room: 310**  
**Instructor: Mark Rouleau, R.N.**

*Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain allied health courses or programs. Those with previous convictions may also find it difficult to secure employment within a health care setting.*



## EMT Training

Call 860.314.4700 to register for all EMT classes below.

Location: [Tunxis@Bristol](mailto:Tunxis@Bristol), 430 North Main Street, Bristol

Instructor for all classes: Sharon Kenney and Staff

### EMT Basic



The curriculum prepares you to take the exams to become nationally registered and state of Connecticut certified at the basic level. Lectures, demonstrations and hands-on training provide the knowledge and skills required for certification. Students must complete the 10 clinical hours with Bristol EMS. There are no prerequisites for this course, but you must be at least 16 years of age. Offered in cooperation with Bristol Hospital Office of Emergency Medical Services.

**Sept. 10 – Dec. 10 (M/W); 6-10PM**

**Plus select Saturdays**

**No class Oct. 13 or Nov. 26**

**Fee: \$695 (includes text, CPR manual, and stethoscope)**

### EMT Basic Refresher

This program is accelerated over four days to fast-track your recertification process. If you are current with your CPR, you are excused from the Thursday class – proof of certification must be provided prior to the start of class.

**Aug. 21-24 (TH); Noon-4PM & (F/S/SU); 8AM – 4PM**

or

**Dec. 4 -7 (TH); Noon-4PM & (F/S/SU); 8AM – 4PM**

**Fee: \$275**

Exam fees of \$100 and \$70 are paid by student directly to the state of Connecticut and the National Registry.

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**Classes Begin September 1!**

*Approved for WIA Funding/GI Bill*

## Certified Nurse Aide (CNA)

CNAs are in demand and our students have great success with job placement! All of our program options are approved by the CT Department of Public Health and lead to state certification.

### CNA Program Options

- **Day and Evening Program: \$900 plus text**
- **Saturday Clinical Option: Additional \$50**

**All program options have a \$35 nonrefundable admin. fee.**

*Email [tx-continuing-ed@tunxis.edu](mailto:tx-continuing-ed@tunxis.edu) to receive more information or a CNA application packet.*



## CNA Competency Exam Review

This review covers geriatric resident care and the role of the CNA, and skills practice in a supervised lab. The curriculum may be for you if:

- Your CNA certification has expired and you wish to re-take the state competency exam
- You recently completed a CNA program and want to review before the state exam
- You failed the written and/or skills portion of competency exam, and wish to review
- You have successfully completed a course or courses comprising not less than 100 hours of theoretical and clinical instruction in an approved L.P.N. or R.N. education program

**November 7, 14, 21 (F); 4-9PM**

**CRN: 5203 • Fee: \$279**

**Room: 202**

**Instructor: Liz Cricco, L.P.N.**

## CNA One-on-One Exam Review

Students will need to review textbook, take a practice written test and complete five hours of clinical skills review.

**Fee: \$299 plus text**

**Questions? Call Cheryl Conaty, R.N. at 860.255.3670.**

*Tunxis Continuing Education offers a number of Workforce Investment Act (WIA) approved programs that are funded through the CT Dept. of Labor. To see if you qualify call: **New Britain CT Works 860.223.0889***

*Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain allied health courses or programs. Those with previous convictions may also find it difficult to secure employment within a health care setting.*

# ALLIED HEALTH

Approved for WIA Funding/GI Bill

## Phlebotomy Technician

This 160-hour program provides classroom theory and clinical lab instruction. Students who successfully complete the course are eligible for externships at UConn Health Center. Students are eligible to sit for the National Healthcareer Association certification exam (fee not included in tuition cost).

**Day Program: Sept. 22 – Dec. 16 (M/T) 9AM-2PM**

**Evening Program: Sept. 22 – Dec. 17 (M/T/W) 5:30-8:45PM**

**(No class Monday, Oct. 13)**

**Fee \$1,850 plus \$35 nonrefundable administrative fee and materials.**

**Instructor: Patty Blatherwick, CPT**

*Email [tx-continuing-ed@tunxis.edu](mailto:tx-continuing-ed@tunxis.edu) to receive more information or a phlebotomy application packet.*

Approved for WIA Funding

## Patient Care Technician (PCT) Certificate

PCTs are valued members of the health care team in hospitals, physicians' offices, clinics and long-term care facilities. They provide direct patient care including: obtaining vital signs; turning and repositioning; bathing; patient transfers; patient care set-up; performing EKGs and phlebotomy. To earn the PCT certification from Tunxis, you must successfully complete the following programs at the college within two years:

- **Certified Nurse Aide program (see p.6) or provide proof of current CNA certification or LPN licensure.**
- **Phlebotomy Technician program (must be taken at Tunxis). See above**
- **EKG & Pulse Oximetry course (must be taken at Tunxis). See p.4**

**Estimated total PCT program cost is \$3,049 plus materials.**

## CPR BLS for Health Care Professionals

Designed for health care professionals who respond to cardiac and respiratory emergencies, this three-hour course covers one- and two-person rescuer adult, child and infant CPR, Foreign Body Airway Obstruction, and the AED. Cost includes: textbook, Patho-Shield Plus key chain, course completion card and exams.

**Nov. 21 (F); 9AM-Noon**

**CRN: 5206 • Fee: \$95**

**Room: Founders Hall**

**Instructor: Lou Brockett**

*Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain allied health courses or programs. Those with previous convictions may also find it difficult to secure employment within a health care setting.*

## Pharmacy Technician

This 60-hour program prepares you for an entry-level position in a hospital, community or mail order pharmacy. Topics include medical terminology; reading and interpreting prescriptions; and defining drugs by generic and brand names. Students will learn dosage calculation; I.V. flow rate; drug compounding; and dose conversion. Dispensing of prescriptions, inventory control, billing, and insurance reimbursement will also be discussed. **Course prerequisite: basic math and algebra skills. (See below for "Medical Math")**

**Sept. 22 – Dec. 3 (M/W); 6-9PM**

**CRN: 5230 (no class Mon., Oct. 13 and Wed., Nov. 26)**

**Fee: \$949 plus text and \$35 nonrefundable administrative fee**

**Room: 6-173**

**Instructor: Sharon Masayda**

*Email [tx-continuing-ed@tunxis.edu](mailto:tx-continuing-ed@tunxis.edu) to receive more information or an application packet.*

*Need a math refresher? See "Medical Math" below.*



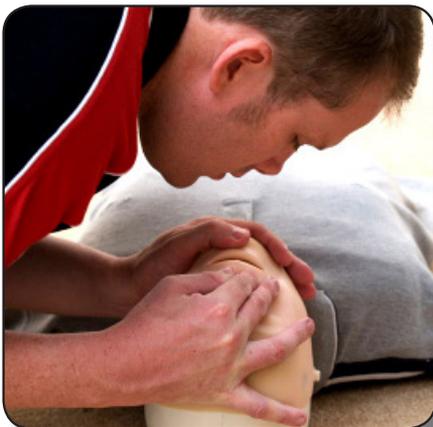
## Medical Math "Ed2Go" Online Course

Master medical calculations online. Gain the medical math skills you need to do anything from calculating dosages to using scientific formulas. Review fractions, decimals, and percentages, and then cover the measurement systems and conversions used in the medical field. Learn to do real-world dosage calculations for oral, parenteral, and intravenous medications. This course is an excellent review for those planning to take the Pharmacy Technician program.

**Six weeks – Offered online monthly**

**(see p. 8 & 9 for more info.)**

**Fee: \$119**



## Adult/Child CPR/AED

For lay rescuers such as personal trainers, security guards, firefighters, police, and airline personnel. It covers one rescuer adult and child CPR, Foreign Body Airway Obstruction, and AED training. Cost includes: textbook, Patho-Shield Plus key chain, course completion card and exams.

**Nov. 14 (F); 10AM-Noon**

**CRN: 5207 • Fee: \$85**

**Room: Founders Hall**

**Instructor: Lou Brockett**

# TUNXIS ONLINE LEARNING INSTITUTE

Now you can learn anywhere!

Classes begin monthly with start dates of Sept. 17, Oct. 15 and Nov. 12.

Experience Education to Go® Online Learning - [ed2go.com/tunxis](http://ed2go.com/tunxis)

Choose from over 300 online classes that begin monthly and run for six weeks.

Take classes that fit your schedule.

Relax. There is no need to rush to campus. Take non-credit classes from home!

Course fees start at \$119.



## REQUIREMENTS:

All Ed2Go courses require a student to have Internet access, an email address, and a compatible web browser such as Internet Explorer, Safari or Firefox. Some courses may have additional requirements.

1. Visit our Online Instruction Center (see screen shot above): [ed2go.com/tunxis](http://ed2go.com/tunxis)
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your email address and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your email address and the password you selected during enrollment.

# TUNXIS ONLINE LEARNING INSTITUTE

Classes begin monthly with start dates of Sept. 17, Oct. 15 and Nov. 12.

This is a partial listing of courses offered.  
Check [ed2go.com/tunxis](http://ed2go.com/tunxis) for over 300 online classes.

## Computer Mastery

Access  
Computer Skills for the Workplace  
Excel  
Keyboarding  
PC Troubleshooting  
PowerPoint  
Publisher  
Windows 7 and 8  
Word

## Languages

Spanish  
French  
Italian  
Japanese

## Health Care

Become an Optical Assistant  
Human Anatomy and Physiology  
Medical Coding  
Medical Math  
Medical Terminology  
Medical Transcription  
Natural Health & Healing  
Spanish for Medical Professionals

## Graphic & Multimedia Design

Adobe Illustrator  
Creating Web Pages  
Dreamweaver  
Flash CS5 and CS6  
Intro to PHP and MySQL  
Photoshop CS5, CS6 and Elements  
Visual Basic

## Teaching

Creating Classroom Centers  
Empowering Students with Disabilities  
MS Office in the Classroom  
Solving Classroom Discipline Problems  
Technology in the Classroom  
The Creative Classroom  
Understanding Adolescents

## Business & Management

Accounting Fundamentals  
Administrative Assistant Fundamentals  
Business and Marketing Writing  
Grant Writing and Proposals  
Marketing Your Business  
Payroll in QuickBooks  
Project Management Fundamentals  
QuickBooks 2012 and 2013  
Supervision & Management

## Law & Legal Careers

Business Law  
Legal Nurse Consulting  
Real Estate Law (not for state licensing)  
Spanish for Law Enforcement  
Workers' Compensation

## Database Management

Crystal Reports  
Intro to Networking  
Intro to PC Security  
Introduction to Programming  
Java Programming  
Mac, iPhone, and iPad Programming  
Oracle  
SQL



## Test Prep

GED  
GMAT  
GRE  
LSAT  
PRAXIS I

# TUNXIS ONLINE LEARNING INSTITUTE

Classes begin monthly with start dates of Sept. 17, Oct. 15 and Nov. 12.

This is a partial listing of courses offered.  
Check [ed2go.com/tunxis](http://ed2go.com/tunxis) for over 300 online classes.

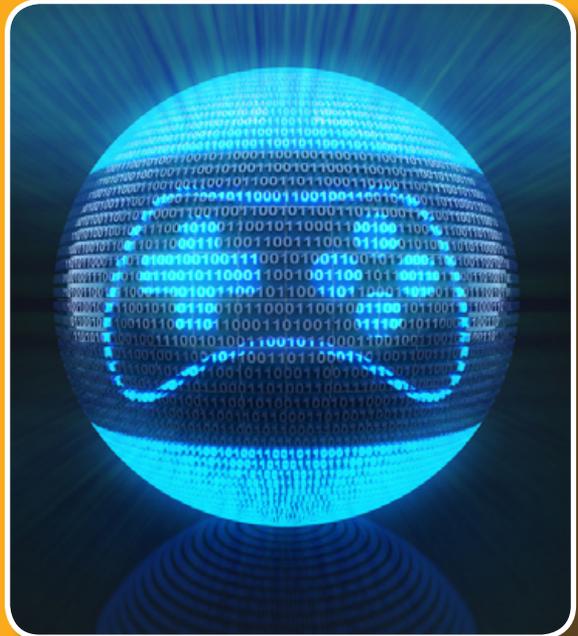
## NEW!

### Career Training Program Courses

Administrative Medical Specialist  
with Medical Billing and Coding and Terminology  
Administrative Professional with Microsoft  
Office Specialist 2010  
Android App Developer  
Carpentry  
Certified Bookkeeper  
Certified Mediator  
Certified Residential Interior Designer  
Certified Wedding Planner  
Chartered Tax Professional  
CompTIA A+ Certification  
Entrepreneurship: Start-Up and Business  
Owner Management  
Event Management and Design  
Food and Customer Service Skills Training  
Graphic Design with Photoshop CS5  
Home Inspection Certificate  
Human Resources Professional  
HVAC Technician  
iPhone/iPad (iOS) App Developer Languages  
Legal Secretary  
Microsoft Office Specialist (MOS) Certification  
Paralegal  
Personal Finance  
Physical Therapy Aide  
Professional Bookkeeping with QuickBooks  
Project Management  
Retail Customer Service Skills Training  
Solar Power Professional  
Video Game Design and Development  
Webmaster  
Writing, Publishing and Editing

## New!

Creating Mobile Apps  
Interior Design  
Intro to Guitar  
Mastering Your Digital SLR Camera  
Scrapbooking  
Start Your Own Edible Garden  
World Literature and Composition



Video Game Design and Development



Paralegal

# MOTORCYCLE RIDER EDUCATION

*Largest Program in Connecticut!*

## Courses available in Farmington, East Granby, Fairfield, and Stratford

Motorcycling is one of the most exciting forms of transportation. You are totally responsible for every action taken — from timing each shift to keeping a keen eye out for other motorists. To understand these responsibilities, a CT Motorcycle Rider course is the place to start. Expert instruction is offered to both the beginner and the experienced rider. Students must have the ability to ride a bicycle. A 10% insurance discount, and exemption from the CT Department of Motor Vehicles (DMV) on-cycle skills test, are bonuses of the program.

### **IT'S THE LAW!**

*All applicants for a new motorcycle license must successfully complete the Connecticut Motorcycle Rider Education Program.*

### **Classes run April through October.**

Contact us to receive your 2014 Motorcycle Rider schedule of dates/times and registration information, or visit [tunxis.edu/motorcycle](http://tunxis.edu/motorcycle).

**For more information, call  
860.255.3671 or 3681  
or visit [tunxis.edu/motorcycle](http://tunxis.edu/motorcycle)**



## ride4ever.org

Visit [ride4ever.org](http://ride4ever.org) to prepare for your course (download course manual and study questions in advance), access safety information, and learn all the latest news. Also, watch the Basic Rider Course 5-minute video, a summary of the training program.

### **Basic Motorcycle Rider Course:**

Designed for the individual with little or no riding experience. Includes six hours of classroom instruction and 12 hours of on-cycle training. Classes are held evenings and weekends. You must have a driver's license or motorcycle permit and be physically able to operate a motorcycle. Motorcycles will be provided. Scooters available upon request.

**Fee: \$200 nonrefundable**

### **Experienced Rider Course:**

Designed to improve rider skills in braking, evasive maneuvers, and turning, this course will provide you with "street strategies" to help you guard your safety. You will use your own motorcycle and will need a valid motorcycle license, registration, and insurance card.

**Fee: \$85 nonrefundable**

### **Advanced Rider Course:**

A one-day, on-cycle and classroom course for experienced riders designed to improve safety awareness and skill development in areas of risk management and decision-making. Requirements: valid motorcycle license, street-legal motorcycle or scooter, and insurance card.

**Fee: \$50 nonrefundable**

### **Private Lessons:**

Enjoy a personalized learning environment. Private and semi-private lessons comprise a maximum of 16-hours of both classroom and on-cycle instruction. Rider's ability determines length of course.

**Fee: \$850 private, \$425 semi-private**

### **IMPORTANT! NO EXCEPTIONS.**

Motorcycle course fees are nonrefundable. Select your class dates carefully to ensure your ability to attend **all sessions** of your class, on time. Any absence or tardiness will require you to register for another course, pay again, and start over. If you know you will miss a session due to a vacation, wedding, work, etc., **DO NOT** enroll in that class; please choose another.

# PROFESSIONAL DEVELOPMENT

## Personal Fitness Trainer Certification

This World Instructor Training School's (WITS) 60-hour program covers biomechanics exercise physiology, fitness testing, equipment usage and health assessment, and leads to a national certification. It combines classroom and practical training.

**Oct. 25 – Dec. 6 (S); 9AM-4PM (no class Nov. 29)**  
**CRN: 5208 • Fee: \$649 plus text;**  
**\$26.58 lab fee (includes applicable tax) is payable to Malibu Fitness.**  
**Room: 6-173 and Malibu Fitness\***

*Call to order your textbook (888.330.9487) or visit the Follett Bookstore at TCC and start reading immediately.*

\*Malibu Fitness Center is located at 15 Executive Drive, Farmington.

Prerequisite for taking the Personal Fitness Trainer Certification Exam is Adult/Child CPR/AED course (see page7).



**FREE!**

**Personal Fitness Training ONLINE Information Session**

**Sept. 4 or Oct. 2**

Please email [tx-continuing-ed@tunxis.edu](mailto:tx-continuing-ed@tunxis.edu) to receive the meeting link.

*Learn how to serve responsibly!*

## Professional Bartending with SMART Certification

This professional bartending course includes state and national SMART certification (Servers and Managers Alcohol Responsibility Training) recognized by the Connecticut Department of Liquor Control and police departments. Learn to serve responsibly, to spot signs of intoxication, and to respond appropriately. Students learn to make over 100 drinks. Instruction includes opening and closing procedures, product knowledge, speed of preparation, and people skills.



- Sept. 27 & Oct. 4 (S); 9AM-5PM • CRN: 5209
- Dec. 6 & 13 (S); 9AM-5PM • CRN: 5210

**Fee: \$239 plus materials (Materials fee of \$35 is payable to the instructor at the first class.)**

**Room: Cafeteria**

**Instructor: Paul Rich** teaches SMART Certification across CT and has been in the bartending industry for more than 15 years.

**The SMART Program provides servers and those in the liquor industry with the training they need to avoid liquor violations.**

# PROFESSIONAL DEVELOPMENT

Approved for WIA Funding/GI Bill

## Security Guard Certification

Public Act #04-192 now mandates that all state of Connecticut security officers complete an 8-hour training course for certification. The course covers an overview of private security, public safety issues, search and seizure, use of force, basic criminal justice, and basic first aid. Participants are required to complete a written exam at the end of the course with a passing grade of 75%. Upon successful completion, students apply for a Security Officer Identification Card from the state of Connecticut. Application requirements will be reviewed in class. Please note: The course tuition does not include the approximate \$170 fee paid to the state for the identification card. Applicants are required to submit two sets of fingerprints with their Security Officer Applications when they apply (may be administered at your local police department). Students are required to bring a state of CT-issued photo ID, pencil, highlighter, and lunch.

- **Sept. 20 (S); 8:30AM-5PM**  
**CRN: 5211**
- **Oct. 18 (S); 8:30AM-5PM**  
**CRN: 5212**
- **Dec. 13 (S); 8:30AM-5PM**  
**CRN: 5213**

Fee: \$119

Room: 6-173

Instructor: Eric Bonaiuto



Approved for WIA Funding/GI Bill

## Principles and Practices of Real Estate

This course meets the minimum requirements set forth by the CT Department of Consumer Protection/Real Estate Commission for those who plan to take the Connecticut Real Estate Salesperson license examination. You must complete at least 60 hours of this and earn a minimum 70% grade on the final exam to meet state licensing requirements.

- **Sept. 15 – Dec. 3 (M/W); 9:30AM-12:30PM**  
**CRN: 5214 (no class Oct. 13 or Nov. 26)**  
**Instructor: Staff**
- **Sept. 16 – Dec. 2 (T/TH); 6-9PM**  
**CRN: 5215 (no class Nov. 27)**  
**Instructor: Staff**

Fee: \$475 plus text • Room: 6-173

Instructor: Staff

All real estate courses are approved by the Real Estate Commission under the auspices of the Real Estate Consortium of CT Community Colleges.

Approved for WIA Funding/GI Bill

## Veterinary Assistant Program (42 hours classroom/24 hours clinical)

Train for an entry-level position as a veterinary assistant working in an animal hospital, clinic, animal shelter, laboratory or zoo. Vet assistants perform front office functions; assist in providing routine and emergency care; perform laboratory procedures; assist in dental and surgical procedures; and take X-rays. Navy blue scrub top must be worn to clinical experience.

**Sept. 10 – Dec. 17 (W); 6-9PM**  
**(no class Nov. 27)**

**CRN: 5216 • Fee: \$769 plus text and navy blue scrub top**

**Room: 6-127 • Instructor: Tim Burns, VT**

## Electrical License Renewal Training Program

### C, L, T License Required Electrical Training for 2014

The Connecticut Department of Consumer Protection requires all Connecticut licensed electricians to take a four-hour continuing education course each year to renew their license. Classes for C-5, C-6, L-5, L-6, T-1, and T-2 electricians, and low voltage/telecommunications are available. The program meets CT Department of Consumer Protection standards and includes OSHA regulations, Connecticut general statutes, building codes, National Electrical Code (NEC), code updates, Codeology, and other specific skill areas. Students **must** bring the "NEC 2011" (National Electrical Code) book.

### 4-hour Format!

Classes meet 8AM–noon, except as noted.

#### Your Choice:

Aug. 22 (F @ Manchester C.C.),

Aug. 27 (W, 5-9PM)

Sept. 6 (S)

Sept. 12 (F @ Manchester C.C.),

Sept. 13 (S)

Sept. 17 (W, 5-9PM)

Sept. 20 (S @ Manchester C.C.)

Sept. 24 (W, 5-9PM)

Sept. 26 (F)

Sept. 27 (S)

Fee: \$60

Location: [Tunxis@Bristol](mailto:Tunxis@Bristol)

430 North Main Street, Bristol



For more information or to register,  
call 860.314.4700, email [tx-bcc@tunxis.edu](mailto:tx-bcc@tunxis.edu), or fax 860.606.9722.

## OSHA 10 Construction Training

OSHA 10-hour construction training is required for all employees of any public building project that are paid for in part by state, municipal, or federal funding. Our program meets the criteria outlined by OSHA's Outreach Training Initiative. Ideal for construction workers, project managers and superintendents.

**Nov. 14 & 15; (F) 4:30-9PM & (S) 8AM-3PM**

**Fee: \$120**

**Location: [Tunxis@Bristol](mailto:Tunxis@Bristol)**

**430 North Main Street, Bristol**

**Instructor: David Stevens**



## OSHA 30 Construction Outreach Training

OSHA 30 Construction Outreach Training provides a variety of safety concerns and scenarios to workers who are responsible for safety on the job. The class includes training in hazard identification, avoidance, control and prevention. A special focus is placed on OSHA Focused Four Hazards, "fall protection, electrical, being struck by an object, and caught in between." Other areas of the training include; personal protective and lifesaving equipment, health hazards in construction, and introduction to OSHA.

For construction foremen and job supervisors, and those personnel responsible for construction-related projects. Those who complete all 30 hours will receive an OSHA 30 Department of Labor outreach card.

**Oct. 9, 10, 16 & 17 (TH, F); 8AM-4PM**

**Fee: \$299**

**Location: 430 N. Main St., Bristol**

**Instructor: David Stevens**

## Public Speaking Deconstructed

This one-day workshop is designed to help you overcome the challenges of public speaking. You will learn how to organize your thoughts, understand audiences and better communicate your ideas in different situations while developing your own unique speaking style. You also will get to practice your speaking skills in class.

### Topics include:

- Managing your fear of public speaking
- Learning how to select and develop meaningful content for public speaking
- Analyzing audiences
- Developing your own personal public speaking style
- Developing and delivering speeches for classroom practice

**Sept. 19 (F); 9:30AM – 3PM**

**Fee: \$99**

**Room: 6-170**

**Instructor: Tatiana Machado**

## Social Media Marketing for Business and Beyond

Learn how to leverage the Internet's social media tools to market your business and/or organization. This workshop will help you understand the available social media tools and how to use them to promote your product, service or idea to target audiences.

### By the end of this workshop, you will:

- Understand the array of Internet social media marketing tools.
- Know the impact of social media marketing in your industry.
- Understand the pros and cons of various social media marketing tactics
- Know how to identify and analyze audiences using social media marketing tools
- Be able to get started using social media marketing tools

**Oct. 17 (F); 9AM – 1PM**

**Fee: \$85**

**Room: 6-172**

**Instructor: Tatiana Machado**

## Excel – Power Tips for the Working Professional

This workshop on Excel will give you “basics” you never knew existed plus tools, tips and tricks to get things done faster than ever. It’s a perfect class for the self-taught Excel user. Learn to get the best out of this program using built-in tools, features, customization and best-kept secrets.

### Topics include:

- Faster data entry
- Filling a series
- Absolute references
- Numeric labels vs. values
- Paste options
- Creating “new from existing” workbooks
- Conditional formatting and more

**Sept. 12 (F); 9AM – 3PM**

**Fee: \$95**

**Room: 205**

**Instructor: Jan Gyurko**

## PowerPoint – Faster, Better, Simpler

Using hands-on exercises, you will become more adept at putting together professional PowerPoint Presentations.

### Topics include:

- Adding slides and changing format
- Moving text
- Moving an deleting slides
- Adding clip art, slide transitions, and animations
- Embedding and formatting a pie chart, a chart pasted from Excel, and an organization chart
- Adding speaker notes, a presentation footer, and an animated GIF.
- Inserting and modifying tables
- Customizing a color scheme and document theme, and more.

**Sept. 24 (W); 9AM – 1PM**

**Fee: \$79**

**Room: 205**

**Instructor: Jan Gyurko**

## QuickBooks 2013 15 hours

(CPE \*Credits Available)

This QuickBooks training class covers the fundamentals of using QuickBooks 2013 to track the finances of a small business. Students will learn how to set up a new company, work with lists, set up inventory, process invoices, work with bank accounts, process payments, and enter and pay bills. Please bring a flash drive to class.

**Nov. 4, 11, 13, 18 & 20 (T); 6 – 9PM**

**Fee: \$195 plus text**

**Location: [Tunxis@Bristol](mailto:Tunxis@Bristol)**

**430 North Main Street, Bristol**

**Instructor: Jan Gyurko**

## Emotional Intelligence Matters

Join executive coach Mark Petruzzi to explore the science and the art of emotional intelligence. Learn how to raise your emotional intelligence and improve your personal and professional relationships, reduce stress and handle life’s ups and downs with greater energy and confidence.

### Topics include:

- Understanding what emotional intelligence means
- Recognizing your own emotional nature
- Appreciating and respecting the emotional nature of those around you
- Using the emotional intelligence model to develop a positive and constructive personal action plan

**Oct. 17 (F); 9AM – 3PM**

**Fee: \$99**

**Room: 6-173**

**Instructor: Mark Petruzzi**

**For more information or to register,  
call 860.314.4700, email [tx-bcc@tunxis.edu](mailto:tx-bcc@tunxis.edu),  
or fax 860.606.9722.**

## Influencing Without Authority

Even without the authority to compel cooperation, managers and supervisors often have to use their “powers of persuasion” to get work done. This program will focus on enhancing your effectiveness in using influence and persuasion skills to gain mutual commitment and cooperation.

### Topics include:

- Examining the challenges of “influencing without authority”
- Creating rapport and an inviting environment for exercising influence
- Exploring guiding principles for influencing without authority
- Assessing your influencing skills
- Understanding the components of goal-directed communication
- Guiding productive and persuasive dialogue to agreement and commitment

**Oct. 17 (F); 9:30 AM – 3 PM**

**Fee: \$99**

**Room: 6-170**

**Instructor: Deanne Shapiro**

## Take Charge of Your Reputation

You may be surprised to learn that how you see yourself is rarely the way others see you. If you want to be known for the values, skills and achievements that are most important to you, then it is time to take charge of your reputation.

With guidance from acclaimed leadership coach Ann Gowdey, you will reflect on the values, desired traits and characteristics, and the personal or professional legacy you want to build. With this self-knowledge, you will:

### Topics include:

- rewrite the script of who you “should” be, to who you choose to be
- align your personal and professional purpose with the legacy you wish to create and,
- learn to manage your reputation so that others know the real you.

**Oct. 24 (F); 9 AM – 1 PM**

**Fee: \$99**

**Room: 6-173**

**Instructor: Ann Gowdey**

## Don't Let Gender Bias Come Between You and Your Goals

Whether you know it as sex role stereotyping or its current label, second generation gender bias, we have all experienced it sometime in our lives. Gender bias gives some of us a head start and holds others back. We are often unaware of the gender biases we face and even when we recognize them we don't know how to overcome them.

Join executive and leadership coach Ann Gowdey and learn how to neutralize gender bias in your life so you can achieve your personal and professional goals and aspirations.

**Nov. 7 (F); 9 AM – 1 PM**

**Fee: \$99**

**Room: 6-173**

**Instructor: Ann Gowdey**

## Ready, Aim, Write!

Bring more power to your writing and get the results you need from your business communication. We will focus on strategy as well as grammar, and touch on some advanced process elements. Writing exercises will include actual memos and proposals, project reports, white papers – even email, while participating in classroom and small group discussion. If possible, you should bring a draft of a job-related document (memo, white paper, report, etc.; not a résumé) that you want to improve.

**Sept. 17 (W) 1– 5 PM**

**Fee: \$85**

**Room: 6-172**

**Instructor: Mike Jordan-Reilly**

# PHOTOGRAPHY COURSES

## Digital Photography Basic Level Core Program

Our newly developed core program draws upon over 20 years of digital photography experience of our professional photographers. At the heart of the 3-course program is the belief that the beginning photographer in this age of digital photography must possess a solid knowledge of:

1. **HOW TO USE** the digital camera;
2. **HOW TO APPLY** that knowledge while taking pictures;
3. **HOW TO CONTROL AND ENHANCE** the digital photo in post-production in a professional manner.

Students who complete the entire program can count on being able to apply what they have learned in pursuing their photography ambitions. They also will be eligible to take more advanced courses such as “Studio Lighting,” “Portraiture,” “Wedding Photography,” “Studio Product Photography,” “Food Photography,” “Lightroom 4,” “Photoshop Elements 11,” and many more courses designed to provide them with advanced professional photography training.

**NOTE:** All advanced courses require the prerequisite of completing the (3) core program courses or the permission of the instructor based on portfolio review and interview.

### Basic Level One:

#### Understanding Your Digital SLR Camera

Learn how to operate your 35mm digital SLR camera, and the creative potential of this medium. Whether you are just beginning or have been “shooting” for awhile, you will benefit from this class. Learn how to take full advantage of your camera’s capabilities. Topics include: camera handling, use of different lenses, filters, depth-of-field, shutter speeds, flash photography, tripods, and composition. Join us in an informal atmosphere with emphasis on the individual needs of each student. Students will need a 35mm digital SLR camera with manual controls.

**Sept. 15 – Oct. 6 (M); 6-9PM; 4 sessions**

**Fee: \$145**

**Location: [Tunxis@Bristol](mailto:Tunxis@Bristol)**

**430 North Main Street, Bristol**

**Instructor: Eric Dreeke**



**For more information or to register,  
call 860.314.4700, email [tx-bcc@tunxis.edu](mailto:tx-bcc@tunxis.edu), or fax 860.606.9722.**

# PHOTOGRAPHY COURSES

## Basic Level Two:

### Applied Creative Photography

In Basic Level-I you learned how to use your digital camera. Now it's time to practice what you've learned in this hands-on course. The first class begins with a review of the 35mm digital camera and discussion of the indoor and outdoor locations you will be photographing. Practical field training and demonstrations of depth-of-field, aperture and speed priority settings, ISO control, lens speeds, understanding telephoto vs. wide angle lens, image composition, understanding the "quality of light" and how it affects the mood of a picture, time exposures vs. motion capture, capturing textures, surface reflections, and more will all be emphasized and explored. An entire class session will be dedicated to reviewing student images and discussing the do's and don'ts of producing a specific photographic look or mood and finding your style. Images from professional photographers will be used as visual examples during an extensive Q and A wrap-up. Prerequisite: Basic Level-I or permission of the instructor based on portfolio review and interview.

**Oct. 18 – Nov. 8 (S); 10AM-1PM; 4 sessions**

**Fee: \$145**

**Location: [Tunxis@Bristol](mailto:Tunxis@Bristol)**

**430 North Main Street, Bristol (for first class only)**

**Instructor: Eric Dreeke**



**For more information or to register  
call 860.314.4700,  
email [tx-bcc@tunxis.edu](mailto:tx-bcc@tunxis.edu),  
or fax 860.606.9722.**

### Photoshop Elements for the Beginner

#### Digital Image Control Using Photoshop Elements 12

Learn to use Photoshop Elements 11 to quickly and easily bring out the best in your photos with tips and tricks for organizing, correcting, editing, sharpening, retouching, and presenting your photos like a pro. Gain confidence in your processing skills, get creative with your edits, and create an efficient workflow so you can spend less time on the computer and more time out shooting! **Prerequisite: Basic computer skills, Basic Level-I, Boot Camp, or instructor approval.**

**Aug. 20 – Sept. 10 (T); 6-9PM**

**or**

**Oct. 7 – Oct. 28 (T); 6-9PM**

**Fee: \$145 plus text**

**Location: [Tunxis@Bristol](mailto:Tunxis@Bristol)**

**430 North Main Street, Bristol**

### Photoshop Elements 12: The Next Step

#### Digital Image Control Using Photoshop Elements 12

Make your ordinary image into a piece of art with Photoshop Elements. Master the power of layers, along with selection tools to create custom borders for your photos and quick collages. Learn how to push a photo through text, the out-of-bounds technique, and turn a photograph into an impressionistic image that looks as if it was painted. Discover how to simulate the Orton Effect and create artistic finishes. Make your ordinary image into a piece of art. **Prerequisite: "Photoshop Elements: From the Beginning" or equivalent practical experience and instructor approval.** Students should bring a flash drive to class.

**Jan. 13 – Feb. 3 (T); 6-9PM**

**Fee: \$145**

**Location: [Tunxis@Bristol](mailto:Tunxis@Bristol)**

**430 North Main Street, Bristol**

**Instructor: Lisa Cherie**

# PHOTOGRAPHY COURSES

## Digital Photography Boot Camp

In this intense two-and-a-half-day course, you'll learn how to use your digital camera, how to photograph indoors with available light, and how sunlight at various times of the day affects your photos when you shoot on location. Understanding quality of light at different times of the day and knowing how to control your camera's settings at these times is tied directly to how your images of people, places, and things will turn out.

With extensive menu options to set before you actually take a photo, even on "auto," it's important to be in total control of your camera and understand specific controls. You will be guided through a series of easy to understand steps and indoor location demonstrations including setting menu options for specific situations, auto focusing vs. manual, ISO settings, JPEG vs. RAW, how to choose the best lens for the situation, and the right settings for different light situations.



**Jan. 7 & 8(W&TH) 9AM-4PM;**

**Jan. 9(F) 9AM to Noon**

**Fee: \$169**

**Location: [Tunxis@Bristol](mailto:Tunxis@Bristol)**

**430 North Main Street, Bristol**

## Basic Artificial Light-I

Back by popular demand, the first of several photo courses on lighting. You can't get this anywhere else!

This course is designed to introduce the beginning photographer to various artificial light sources and modifiers through a series of presentations and hands on practice. Learn how to manipulate artificial light to produce professional looking images that convey a visual mood.

Demonstration and practice of: Hot lights, strobe lights, umbrellas, bounce and translucent screens, hard edge and soft edge "quality" of light, color temperature, white balance, digital histogram, light modifiers, directional lighting, mood lighting, "hair" light, lighting ratios, mixed source lighting, portrait, full figure, and group lighting, lighting on a "shoestring," studio strobes – large and small.



Prerequisites: Completion of Basic Level 1 and Basic Level 2 or approval of the instructor. Students are required to bring their digital SLR camera to class. Lighting equipment is not required but may be brought to class for personal use by the student.

**Nov. 3 – 24 (M); 6-9PM; 4 sessions**

**Fee: \$145**

**Location: [Tunxis@Bristol](mailto:Tunxis@Bristol)**

**430 North Main Street, Bristol**

**Instructor: Erik Dreeke**

**For more information or to register,  
call 860.314.4700, email [tx-bcc@tunxis.edu](mailto:tx-bcc@tunxis.edu), or fax 860.606.9722.**

# PHOTOGRAPHY COURSES

## Flash Photography Made Easy – Intro. to Off Camera Flash Techniques

The only way to understand how to add flash to your images is to do it! This class gives digital SLR camera owners hands-on experience with how to use an accessory flash to improve your images and give them a professionally consistent quality. Learn the basic techniques of small flash photography, the most useful accessories needed, and set-ups.

Bring your DSLR! All you need to know is where your shutter, aperture, & ISO settings are on your camera. If you have a hot shoe mount flash (Speedlight) you are welcome to bring it although not necessary.

Equipment will be provided for use in class.

Prerequisite: Basic Level I or equivalent practical experience and instructor approval.

**Sept. 9 - 30 (T); 6-9 PM; 4 sessions**

or

**Nov. 25 – Dec. 16 (T); 6-9 PM; 4 sessions**

**Fee: \$145**

**Location: [Tunxis@Bristol](mailto:Tunxis@Bristol)**

**430 North Main Street, Bristol**

**Instructor: Lisa Cherie**

## The Art of Photographic Composition

Take more visually compelling photographs as you learn the importance of compositional elements, subject placement, geometry, and lines. This class will teach effective use of photographic concepts which students will apply through several photo composition assignments and discussions.

**Oct. 22 & 29 (W) 6-9 PM**

**Fee: \$75**

**Location: [Tunxis@Bristol](mailto:Tunxis@Bristol)**

**430 North Main Street, Bristol**

**Instructor: Kristen Hines-Baker**

## Digital Asset Management for Photographers

Do you have thousands of photos? Are you running out of space on your computer hard drive? Learn how to organize, back up, and archive your digital photos. The class will teach you how storage hardware, file formats, metadata and software applications work together to keep your images safe and easy to find. We will explore the different printing options from professional labs that will provide you great pictures in an organized manner. **Students need to bring flash drive of their pictures.**

• **Sept. 17 & 24 (W); 6-9 PM**

• **Dec. 3 & 10 (W); 6-9 PM**

• **Jan. 14 & 15 (W,TH) 6-9 PM**

**Fee: \$75**

**Location: [Tunxis@Bristol](mailto:Tunxis@Bristol)**

**430 North Main Street, Bristol**

**Instructor: Kristen Hines-Baker**

## SPECIAL INTEREST COURSES

### Certified Pediatric Babysitting: Medic First Aid

This six-hour course is designed for those from age 11-17 who plan to babysit and includes specific first aid and prevention topics, one-rescuer adult and pediatric CPR, foreign-body airway obstruction and other babysitting related topics. Cost includes textbook, practical and written exams, Patho-Shield Plus key chain, and course completion cards. Bring a lunch.

**Dec. 6 (S); 9AM-3:30PM**  
**CRN: 5217**  
**Fee: \$95**  
**Room: 6-127**  
**Instructor: Lou Brockett**



### Stained Glass

Learn how to create beautiful works of art for gifts or your own home décor! This course is designed for those who have never worked with stained glass. We will teach you how to cut glass, work with copper foil and the proper way to solder. You will be introduced to the tools of the trade, and most of the materials including the various types of glass. When you have completed this course you will have a finished project and mastery of the basic skills used in the craft of stained glass.

- **Sept. 22 – Oct. 27 (M); 6-9PM**  
**CRN: 5218 (no class Oct. 13)**
- **Nov. 10 – Dec. 8 (M); 6-9PM**  
**CRN: 5219**

**Fee: \$199 (includes materials for first project; additional project materials estimated additional \$40-50)**

**Room: 305**

**Instructor: Sarah Segovia, B.F.A.**, has been working with stained glass and many other artistic mediums since 1994.



## SPECIAL INTEREST COURSES

### NEW! Healthy Living Series

#### Stress Reduction: Methods and Techniques to Improve Your Health and Well-Being

Studies have shown that repeated or prolonged stress contribute to disease. The ability to recognize and alter how your mind and body perceives and reacts to stressors in your life can be a powerful stress management skill. Experience the mind/body connection and learn methods and techniques for counteracting the effects of stress on your health and well-being. Participants will be provided with a free guided breath-focused meditation CD.

**Oct. 20 & 27 (M); 7-9PM**  
**CRN: 5220**  
**Fee: \$69**

Optional third session to review and practice stress reduction methods and techniques (previous class attendance required):

**Nov. 3 (M); 7-9PM**  
**CRN: 5221**      **Fee: \$29**  
**Room: 311**

**Instructor: Elaine Adams** R.N., B.S.N., M.A., is a registered nurse, certified health & wellness coach and instructor in mindfulness-based stress reduction and has taught relaxation techniques and stress management to people of all ages.

#### Self-Care for the Caregiver and Health Care Providers

If you're in a caregiving role, either at home for a loved one or in the health care profession, you may be putting your health at risk by ignoring your own needs. Learn why taking care of yourself should be your first priority!

**Nov. 17 (M); 7-9PM**  
**CRN: 5222**      **Fee: \$39**

**Please note: Class attendance is required for meeting Continuing Education Unit Requirements (CEUs).**

**Room: 311**

**Instructor: Elaine Adams, RN, BSN, MA**

#### Healthy Aging: The Transition Years for the Baby Boomer Generation

Is the aging process slowing you down more than you had hoped? Explore ways to boost healthy aging, enjoyment of life and longevity. Become proactive and learn what choices you may have to achieve a happier and healthier lifestyle... Yes, even in your 50s and 60s!

**Dec. 1 (M); 7-9PM**  
**CRN: 5223**      **Fee: \$39**  
**Room: 311**

**Instructor: Elaine Adams, RN, BSN, MA**

#### NEW! Promote Health and Longevity with Ayurveda

Ayurveda, which is Sanskrit for "science of life," gives timeless and profound knowledge of how to optimize health and longevity. It explains our individual differences and how to harmonize with them to maintain balance, improve vitality, and resist disease through choices of diet and lifestyle. Learn how bedtime affects your physiology, why you shouldn't skip lunch, and why the number one thing you can do to promote health is effortless.

**Oct. 16-30 (TH); 7-8:30PM**  
**CRN: 5224**      **Fee: \$89**  
**Room: 305**

**Instructor: Marc Edwards, MD**

#### NEW! Feel Better and Lose Weight: The Allergy Elimination Diet

Learn which food you should eat and which food you should avoid. The concept of food allergies and their symptoms will be explored. An allergy elimination diet will be assigned for three weeks. Students will return ready to introduce foods one at a time. The following three weeks, students will share what reactions, if any, they had from the reintroduced foods.

**Session 1: Oct. 21 (T) 6-7PM**  
**Session 2: Nov. 18 (T) 6-7PM**  
**Session 3: Dec. 9 (T) 6-7PM**  
**CRN: 5226**      **Fee: \$79**

**Room: 305**

**Instructor: Jonathan Goodman, ND**

## SPECIAL INTEREST COURSES

### **NEW! Introduction to Auricular (Ear) Acupuncture**

Interested in learning about or experiencing the history and health benefits of acupuncture? You will learn the principles of auricular acupuncture, how it compares to traditional acupuncture, and its common uses, such as: weight loss, relaxation, recovery from addiction, and help with anxiety and depression. The one hour lecture will be followed by community acupuncture with students seated in a quiet, relaxing environment.

**Nov. 11 (T) 6-8PM**

**CRN: 5225 Fee: \$49**

**Room: 305**

**Instructor: Jonathan Goodman, ND**

### **The Hunger Game of Publishing: How to Get Published**

Do you have a manuscript that you would love to publish? Don't miss this opportunity to learn how to self-publish and market your book. Topics include an overview of the history of publishing; the business and technology of publishing; book design aspects such as cover, spine, binding, and paper stock; production timelines; and marketing issues such as how to set up signing and reading tours, arrange for book reviews, and create a successful retail distribution.

**Nov. 22 (S); 10AM-2PM**

**CRN: 5227 • Fee: \$49**

**Room: 6-127**

**Instructor: David Ewen** founded the Ewen Prime Company in 1994 as a publishing house and has become a consulting firm for book and music publishing and film production.

### **IMPORTANT: PRIOR TO TAKING A BOATING CLASS,**

**each student must create an account online at [www.ct.gov/deep](http://www.ct.gov/deep).**

- Click "Purchase a Hunting/Fishing License" and then click the START button.
- Print the page that includes your Conservation ID number and bring it to class
- Once your score is entered in the DEEP system, you will use your account to purchase and print the certificate after class.

### **Combined Basic Safe Boating/ Personal Watercraft**

This 10-hour, 4-night course, taught by the Department of Energy & Environmental Protection, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate and Personal Watercraft. Course fee does not include the one-time lifetime license fee. Questions? Call the DEEP Boating Office at 860.434.8638.

• **Sept. 23, 25, 30, Oct. 2 (T/TH); 6:30-9PM**  
**CRN: 5228**

• **Oct. 20, 22, 27, 29 (M/W); 6:30-9PM**  
**CRN: 5229**

**Fee: \$25 nonrefundable**

**Room: 312**



# Bend in the River



## Welcome to Bend in the River at Tunxis Community College

Bend in the River, a non-credit program of short courses and workshops, is for those who love to learn and experience new challenges. There are no exams to take or grades to worry about.

Our courses are designed for intellectual stimulation and enrichment. They are taught by Tunxis faculty and other experts in their fields. The name Tunxis is loosely translated from the Native American Indian word meaning “the point where the river bends.” We hope that our program will inspire you to follow the river’s bend to new opportunities to learn and grow.

### Top 10 Musical Masterpieces

Classical music offers something for everyone. And everyone should be familiar with the world’s top 10 musical masterpieces. We will introduce you to these great works, the composers who wrote them and the impact they’ve had on the musical art form.

**Session 1: Works of J.S. Bach, Mozart’s “Clarinet Concerto,” and Beethoven’s Symphony No. 3**

**Session 2: Beethoven’s “Missa Solemnis,” Piano Works of Chopin, and the Berlioz “Symphonie Fantastique”**

**Session 3: Dvorak’s “New World Symphony,” “Prelude to the Afternoon of a Fawn: by Debussy, Stravinsky’s “Rite of Spring,” and Gershwin’s “Rhapsody in Blue”**

**Sept. 10, 17, 24 (W); 6 -8:30PM**

**Room: TBA**

**Fee: \$99 or \$35 for each session**

**Instructor: Jeff Martin** is a professional musician and educator who has taught music in a variety of classrooms, college lecture halls, and on behalf of a professional orchestra. As a singer, Martin has performed opera and musical theater, as well as with small chamber ensembles and large symphonic choruses.

## Learning to Love Great Opera

For many people, listening to opera seems like a daunting task. This need not be the case! Join musician and educator Jeffrey Martin and discover what this historical musical genre has to offer. Martin will introduce you to some of the world's great operas, exploring not only their intricate plots but also their musical qualities and historical significance. You will learn how to listen to, watch and love great opera.

**Session 1: Opera Italiana-**Handel's "Giulio Cesare," Mozart's "Le Nozze di Figaro," Verdi's "Aida," and Puccini's "la Boheme"

**Session 2: Deutsch Opera –** Mozart's "The Magic Flute," Wagner's "Lohengrin," and Richard Strauss' "Der Rosenkavalier"

**Session 3: English Opera –** Purcell's "Dido & Aeneas," Britten's "Peter Grimes," Floyd's "Susannah," and Gershwin's "Porgy & Bess"

**Oct. 8, 15, 22 (W); 6-8:30PM**

**Room: TBA**

**Fee: \$99 or \$35 per session**

**Instructor: Jeff Martin** is a professional musician and educator who has taught music in a variety of classrooms, college lecture halls, and on behalf of a professional orchestra. As a singer, Martin has performed opera and musical theater, as well as with small chamber ensembles and large symphonic choruses.



Scene from la Boheme

## Academy Award Winners: Best Foreign Films

Join film professor Bob Kagan for an exploration of three European films that received Academy Awards in the Best Foreign Language film category. Each class features background material on the evening's film, a look at how the director uses cinematography, sound and editing to tell a story, insights into the cultural context of the film and a lively post-film discussion.

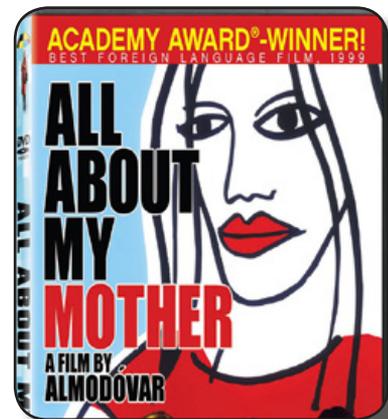
The class will screen "The Counterfeiters," about Jewish counterfeiters forced by the Nazis to assist in a plan aimed at destabilizing the United Kingdom; "The Sea Inside," featuring Javier Bardem as a man paralyzed in a diving accident; and "All About My Mother," directed by Pedro Almodovar and depicting a mother struggling to understand life's tragedies.

**Oct. 9, 16, 23 (TH); 6:30PM-9:30PM**

**Room 6-170**

**Fee: \$25 for all three sessions or \$10 per session**

**Instructor: Bob Kagan** is a professor of communication at Manchester Community College and Central Connecticut State University. He is the director of the International Film Series at Manchester Community College and also leads film discussions at The Wadsworth Atheneum and Real Art Ways in Hartford.



## Poetry Reading and Writing

Gain confidence in analyzing poetry, writing a poem, and presenting your work under the guidance of acclaimed poet and teacher John Stanizzi. This day-long workshop will explore several poems ranging from classic to contemporary. Through creative prompts, small group discussion and one-on-one coaching, you will have the opportunity to create your own draft of a potential poem or two and share it with the class.

**Oct. 18 (S); 9:30AM–2:30PM**

**(Please bring your lunch.)**

**Room: 6-170**

**Fee: \$95**

**Instructor: John L. Stanizzi** has delighted readers and listeners throughout New England and beyond. A guest on Garrison Keillor's "The Writer's Almanac," Stanizzi is the author of "Ecstasy Among Ghosts," now in its fourth printing, "Sleepwalking," "Windows," "Dance Against the Wall," and "After the Bell." Twice nominated for the Pushcart Prize, in 1998 Stanizzi was named The New England Poet of the Year by The New England Association of Teachers of English. He teaches English at Manchester Community College and Bacon Academy.

## LinkedIn: The Basics

Learn how to complete a LinkedIn profile and leverage LinkedIn to improve your networking. Get the most from your profile and LinkedIn, the professionals' online networking site. Author and instructor Carol Mon will teach you how to create a LinkedIn profile, search and make connections, and join groups and follow companies of interest.

**IMPORTANT:** You must have a LinkedIn account or visit [www.linkedin.com](http://www.linkedin.com) to set up an account prior to taking this class.

**Oct. 7 (T); 5–7PM**

**Room: 205**

**Fee: \$25**

**Instructor: Carol Mon** has trained hundreds of people on how to use social media for business and fun. She is also the author of "A Guide to Networking for Introverts, From Icebreaking to Deal Making." Mon is a corporate storyteller who relies heavily on networking for business development.

## Writing Your Memoir with Bessy Reyna

***"I would like to invite people to join me in finding ways to bring out the stories they have kept hidden until now." - Bessy Reyna***

Acclaimed poet and former Hartford Courant columnist Bessy Reyna will lead a one-day workshop on memoir writing. Through guided discussions and exercises, Reyna will help you build a foundation that will support your efforts to explore and capture significant moments from your own life.

"I have done workshops with people who thought they couldn't write and they haven't stopped since the workshop," says Reyna. "One participant has now written the story of his family and self-published a book for his children and grandchildren."

**Sept. 27 (S); 9:30AM–2:30PM**

**(Please bring your lunch.)**

**Room: 6-173**

**Fee: \$95**

**Instructor: Bessy Reyna's** work has appeared in literary magazines and anthologies in the United States and throughout Latin America. She has led memoir writing workshops at the Mark Twain House, the Hill-Stead Museum, and many other venues. Her bilingual poetry collection "Memoirs of the Unfaithful Lover" was published by tunAstral press, Mexico.

## LinkedIn: Beyond the Basics

You have a profile, you log on and make connections but you want to know what else you could be doing with LinkedIn. In "Beyond the Basics," you will learn many of the features you can use to get more from your online networking. You will also learn how to sort your contacts, make introductions, forward profiles and get recommendations.

**Oct. 21 (T); 5–7PM**

**Room: 205 Fee: \$25**

**Fee: \$25**

**Instructor: Carol Mon**

## Rebooting Your Career and Life

Are you entering a new life stage? Reconsidering what you want to do with your life? Come to this workshop to rediscover who you are and identify what you want to do with your career and life. In this workshop, you'll identify your interests, skills and values, clarify what gives meaning to your life, and create plans for what steps you want to pursue next in your career and life.

**Sept. 19 (F); 9AM to 3PM**

**Room: 6-173**

**Fee: \$99**

**Instructor: Eleta Jones, Ph.D., LPC,** brings more than 30 years of experience as a career coach and counselor to her work with people in the nonprofit and government sectors. A private coach and counselor, Jones also teaches career management at the University of Connecticut's Hartford MBA program and career counseling at the University of Saint Joseph. In 2006, Eleta was awarded the "Distinguished Professional Award" by the Connecticut Counseling Association.

## Learning to Live The Four Agreements

*Are you living the life you were meant to live or do you allow fear, doubt and self-criticism to hold you back?*

Learning to Live The Four Agreements is a day-long exploration based on the bestselling book by Don Miguel Ruiz. This workshop will show you how to bring The Four Agreements into your life and overcome the fears and beliefs that stand in your way. The Four Agreements are: Be impeccable with your word, don't take anything personally, don't make assumptions, and always do your best.

**Nov. 1 (S); 9AM to 2:30PM**

**Room: 6-177**

**Fee: \$85**

**Instructor: Lisa Crofton,** a student of Don Miguel Ruiz, is also a teacher, coach and Reiki master with more than 25 years of instructional/facilitation experience. She is a published columnist, inspirational writer and motivational speaker.

## An Invitation to Mindfulness

*"The quality of care you give to others is related to the quality of care you give yourself."—Sharon Gutterman*

You have the inner capacity to deal with the stresses that life brings along your path. You also have the capacity to savor life's joys. Learn how to practice mindfulness so that you can live a calmer, more satisfying life. This workshop will cover: present moment awareness, mindful meditation, stress management, body scan, mindful communication, mindful eating, and handling strong emotions.

**Nov. 15 (S) 9AM – 2:30PM**

**(Please bring your lunch.)**

**Room 6-127**

**Fee: \$95**

**Instructor: Sharon Gutterman, Ph.D.,** teaches mindfulness practices to people from all walks of life in the United States and internationally. She trained in the highly successful Mindfulness-Based Stress Reduction program developed and taught by Jon Kabat-Zinn and Saki Santorelli.





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