

Tunxis Spring 2015

Non-Credit Course Schedule



**Workforce Development
& Continuing Education**
tunxis.edu • 860.773.1450

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.

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.



Tunxis
Community
College

Education That Works For a Lifetime

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 (860.773.1482), or Cathy Felice, Academic Support Center (860.773.1524), 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: 860.773.1450**
- ▶ **Fax: 860.606.9732**
- ▶ **Email: tx-continuing-ed@tunxis.edu**
- ▶ **Online: tunxis.edu**

Workforce Development & Continuing Education

Spring 2015

Schedule of Programs and Course Offerings

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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: Jan.28 - May 16 (W); 5-9 PM

Saturday Option: Jan. 31 – May 2 (S); 9AM-1PM (No class April 4)

Fee: \$949 plus text and nonrefundable

\$35 administrative fee

Instructor: Peter Daigle, CSPDT

Email tx-continuing-ed@tunxis.edu to receive more information or an application packet.

Medical Assistant Program

Approved for WIA Funding/GI Bill

Program starts February 12.

- 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 to receive more information or an application packet.

**Call Shaina Hamel, C.P.T., R.M.A., L.P.N., at 860.773.1454 or Cheryl Conaty, R.N.,
at 860.773.1453 to reserve your seat and for more information.**

Medical Administrative Assistant Program

Approved for WIA Funding/GI Bill

Program starts February 17.

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 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.

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.

Jan. 29 - Feb. 26 (TH); 5:30-8:30PM

5 sessions – 1.5 CEUs

CRN: 3078

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, 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.

Feb. 11 – May 18 (M/W); 6-10PM

Plus select Saturdays

No class Feb. 16

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

CRN: 3123

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.

March 5-8 (TH); 12Noon-4PM & (F/S/SU); 8AM – 4PM

or

June 4 -7 (TH); 12Noon-4PM & (F/S/SU); 8AM – 4PM

Fee: \$275

CRN: 3124

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

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.

Classes Begin January 29!

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 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

March 6, 13, 20 (F); 4-9PM

CRN: 3079 • 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 860.773.1453.

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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: Feb. 2 – May 5 (M/T) 9AM-2PM

Evening Program: Feb. 2 – May 6 (M/T/W) 5:30-8:30PM

(Both programs: no class Feb. 16)

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

Instructor: Patty Blatherwick, CPT

Email 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 \$3,099 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.

April 17 (F); 9AM-12Noon

CRN: 3080 • Fee: \$95

Room: 205

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”)**

Feb. 2 – April 13 (M/W); 6-9PM (no class Feb. 16)

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

Instructor: CT Pharmacy Association

Email 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. 10 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.

April 10 (F); 10AM-Noon

CRN: 3081 • Fee: \$85

Room: Founders Hall

Instructor: Lou Brockett

TUNXIS ONLINE LEARNING INSTITUTE

Now you can learn anywhere!

Classes begin monthly with start dates of Feb. 18, March 18 and April 15.

Experience Education to Go® Online Learning - 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.

The screenshot shows the website for the Tunxis Online Learning Institute. At the top, there is a navigation bar with links for 'My Classroom', 'About Us', and 'Help', along with a 'Sign In' button. Below this is the Tunxis Community College logo and the tagline 'Education That Works For a Lifetime'. The main heading is 'Online Instruction Center – ed2go.com/tunxis'. A search bar is prominently displayed with the text 'Search for Courses: Enter Search Here'. On the left, there is a 'Browse Catalog' section with a list of categories: Accounting and Finance, Business, College Readiness, Computer Applications, Design and Composition, Health Care and Medical, Language and Arts, Law and Legal, Personal Development, Teaching and Education, Technology, and Writing and Publishing. In the center, there is a featured course titled 'Teaching Smarter With SMART Boards' with a 'View More Courses' button. To the right of this is a photo of a smiling man in an orange shirt. Below the featured course, there is a welcome message and a description of the courses offered, along with a link to browse the catalog.

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
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 Feb. 18, March 18 and April 15.

This is a partial listing of courses offered.
Check 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 Feb. 18, March 18 and April 15.

This is a partial listing of courses offered.
Check 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 2015 Motorcycle Rider schedule of dates/times and registration information, or visit tunxis.edu/motorcycle.

**For more information, call
860.773.1446**

or visit tunxis.edu/motorcycle



ride4ever.org

Visit 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 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.

March 7 – April 18 (S); 9AM-4PM (no class April 4)
CRN: 3082 • 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

Jan. 21, Feb. 11 and March 4

Please email 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.



- Feb. 21 & 28 (S); 9AM-5PM • CRN: 3083
- April 25 & May 2 (S); 9AM-5PM • CRN: 3084

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.

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.

- **Feb. 21 (S); 8:30AM-5PM**
CRN: 3085
- **April 25 (S); 8:30AM-5PM**
CRN: 3086
- **May 9 (S); 8:30AM-5PM**
CRN: 3087

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.

- **Feb. 23 – May 6 (M/W); 9:30AM-12:30PM**
CRN: 3088
- **Feb. 24 – May 7 (T/TH); 6-9PM**
CRN: 3089

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.

Feb. 11 – May 13 (W); 6-9PM
CRN: 3090
Fee: \$769 plus text and navy blue scrub top
Room: 6-173
Instructor: Tim Burns, VT

NEW! Computer Skills for the Workplace

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via email; use a spreadsheet to create a graph and paste it into a report; understand the implications of file sizes, and recognize the function and features of modern computer components. Any job candidate who already possesses these skills will stand above those who do not. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace.

Feb. 6-27 (F); 1-2:30PM

CRN: 3091

Fee: \$79

Room: 205

Instructor: Samuel Kapros, MS

NEW! Introduction to Microsoft Excel 2013

Do you work with numbers or want to simplify your home budgeting process? Learning Excel will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas; discover how to use the function wizard to quickly and automatically calculate, loan payments, future value, and more. Learn tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons.

March 10 – 24 (T/W) 6-8PM

CRN: 3093

Fee: \$149

Room: 205

Instructor: Daren Casey

NEW! Introduction to Microsoft Word 2013

Learn the basics of Microsoft's most-utilized program. In this hands-on workshop, you'll learn how to add, move through, and edit text; move words from one part of your document to another; work on two or more documents simultaneously; change the size or appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus; and save, retrieve, copy, organize, and print your documents. This will help you become more efficient at home or in the workplace.

Feb. 17 – March 3 (T/W); 6-8PM

CRN: 3092

Fee: \$149

Room: 205

Instructor: Daren Casey

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

March 9 (M); 9AM – 3PM

CRN: 3131

Fee: \$95

Room: 205

Instructor: Jan Gyurko

NEW! Introduction to MS PowerPoint 2013

Take your PowerPoint presentations from ordinary to extraordinary! You'll learn how to create professional-quality slide presentations that grab and hold your audience's attention from start to finish.

Topics include: planning a presentation for your audience; formatting with themes and color; making global changes to slides; using text and objects, including pictures, shapes, WordArt, and SmartArt; adding multimedia effects to create animated presentations; creating a PowerPoint photo album with your digital pictures; how to use OneDrive and PowerPoint Online to save, edit, and share your presentations online; the new Share and Export commands for saving presentations as PDF files, videos, and more!

We will also explore options on the PowerPoint Ribbon, including Online Pictures command, File menu options, and Backstage View; how to print slides, handouts, and even an outline. And you'll discover the best view for creating and editing your slides and running your presentations.

March 31 – April 14 (T/W); 6-8PM

CRN: 3094

Fee: \$149

Room: 205

Instructor: Daren Casey

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.

March 2-30 (M); 6 – 9PM

CRN: 3132

Fee: \$195 plus text

Location: Tunxis@Bristol

430 North Main Street, Bristol

Instructor: Jan Gyurko

NEW! Juggle to Success

Time and time again, when we think we've exhausted the human capacity for growth and achievement, something comes along and reminds us we are truly unlimited. There is nothing you are not capable of doing. What stops us is our self-limiting beliefs, our willingness to take risks, our habits, and the responsibility that comes with growing into our own success.

- Bring your goal with you! If you don't know it, get ready to pick one!
- **Yes, you will learn how to actually juggle!**
- We will laugh, play, take some risks, and create a safe space to try new things and have fun while doing it
- We will take those principles and turn them into ACTION STEPS for making dreams come true

Required materials: **Students should bring three tennis balls to this workshop.**

April 21 (T); 6-9PM

Fee: \$129

Room: Founders Hall

Instructor: Larry Hochman

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.

April 7 (T) 5-9 PM

CRN: 3134

Fee: \$85

Room: TBA

Instructor: Mike Jordan-Reilly

Electrical License Renewal Training Program

C, L, T License Required Electrical Training for 2015

C, L, T, PV License Required

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 Electrical Code 2011 (NEC), state of CT statutes, and other areas important to low voltage electricians will be presented. Students **must** bring the "NEC 2011" (National Electrical Code) book.

4-hour Format!

Classes meet **8AM-12NOON**, except as noted.

Your Choice:

Jan. 23 (F)@Bristol

Feb. 20 (F)@Bristol

Feb. 25 (W)@Manchester Community College (5-9 PM)

March 13 (F)@Manchester Community College

March 18 (W)@Bristol (5-9 PM)

April 11 (S)@Bristol

April 22 (W)@Bristol (5-9 PM)

May 8 (F)@Manchester Community College

May 16 (S)@Bristol

Fee: \$60

Location: Tunxis@Bristol

430 North Main Street, Bristol



For more information or to register,
call 860.314.4700, email 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.

**Feb. 20 & 21; (F) 4:30-9PM & (S) 8AM-3PM
CRN: 3126**

or

**April 17 & 18; (F) 4:30-9PM & (S) 8AM-3PM
CRN:3127**

or

**May 8 & 9; (F) 4:30-9PM & (S) 8AM-3PM
CRN: 3128**

Fee: \$120

Location: 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.

**Jan. 29, 30, Feb. 5, 6 (TH, F); 8AM-4PM
CRN: 3129**

or

**April 9, 10, 16, 17 (TH, F); 8AM-4PM
CRN: 3130**

Fee: \$299

Location: Tunxis@Bristol

430 North Main Street, Bristol

Instructor: David Stevens

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

April 17 (F); 9:30 AM – 3 PM

CRN: 3133

Fee: \$99

Room: 6-173

Instructor: Deanne Shapiro has more than 35 years of experience as a trainer and consultant in professional development and organizational effectiveness. She has provided workforce diversity training for more than 25,000 Connecticut state employees representing more than 25 state government organizations, as well as leadership, supervisory, and staff development training for a broad range of business, nonprofit, and government organizations. Shapiro also has served as an adjunct instructor at colleges and universities in Hartford and Rhode Island.

**For more information or to register,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.606.9722.**

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.

Jan. 26 – Feb. 23 (M); 6-9PM; 4 sessions
CRN: 3135 (No class Feb. 16)

OR

April 6 – 27 (M); 6-9PM; 4 sessions
CRN: 3136

Fee: \$145

Location: 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, or fax 860.606.9722.**

PHOTOGRAPHY COURSES

Basic Level Two: Applied Creative Photography

In Basic Level One 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 One" or permission of the instructor based on portfolio review and interview.

March 7 – 28 (S); 10AM-1PM; 4 sessions

CRN: 3153

Fee: \$145

Location: 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,
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 One," "Digital Photography Boot Camp," or instructor approval.

Feb. 18 – March 11 (W); 6-9PM

CRN: 3137

Fee: \$145 plus text

Location: Tunxis@Bristol

430 North Main Street, Bristol

Instructor: Lisa Cherie-Reardon

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 For the Beginner" or equivalent practical experience and instructor approval. Students should bring a flash drive to class.

Jan. 13 – Feb. 3 (T); 6-9PM

CRN: 3138

OR

May 13 – June 3 (W); 6-9PM

CRN: 3139

Fee: \$145

Location: Tunxis@Bristol

430 North Main Street, Bristol

Instructor: Lisa Cherie-Reardon

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 12NOON

CRN: 3140

OR

April 15-16 (W&TH); 9AM-4PM; & April 17(F)

9AM to 12NOON

CRN: 3141

Fee: \$169

Location: Tunxis@Bristol

430 North Main Street, Bristol

Instructor: Erik Dreeke

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 I 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.

March 2 – 23 (M); 6-9PM 4 sessions

CRN: 3142

Fee: \$145

Location: 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, 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 it is not necessary.

Equipment will be provided for use in class.

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

April 1 - 22 (W); 6-9 PM 4 sessions
CRN: 3143

Fee: \$145

Location: Tunxis@Bristol

430 North Main Street, Bristol

Instructor: Lisa Cherie-Reardon

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.

March 18 & 25 (W); 6-9 PM

CRN: 3144

OR

April 22 & 29 (W); 6-9 PM

CRN: 3145

Fee: \$75

Location: 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 should bring flash drive of their pictures.

• **Feb. 5 & 12 (TH); 6-9 PM, CRN: 3146**

• **May 7 & 14 (TH); 6-9 PM, CRN: 3147**

Fee: \$75

Location: Tunxis@Bristol

430 North Main Street, Bristol

Instructor: Kristen Hines-Baker

**For more information or to register,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.606.9722.**

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.

- Feb. 28 (S); 9AM-3:30PM CRN: 3095
- April 18 (S) 9AM-3:30PM CRN: 3096

Fee: \$95 Room: 6-173
Instructor: Lou Brockett



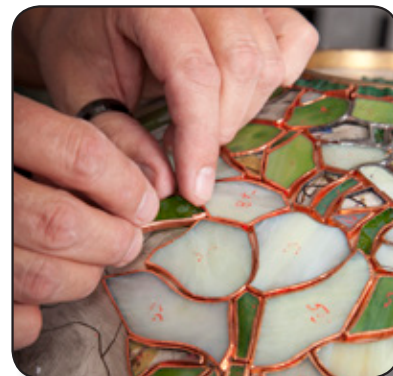
Stained Glass

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.

- March 2-30 (M); 9:30AM - 12:30PM CRN: 3164
- March 2-30 (M); 6-9PM CRN: 3097
- April 13 – May 11 (M); 6-9PM CRN: 3098
- April 13 – May 11 (M); 9:30AM - 12:30PM CRN: 3165

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.



NEW! Beginning Mosaics

Get your creative juices flowing in this beginner mosaics class! Students will design and create their own glass mosaic artwork. Instructor will demonstrate the basics of cutting and breaking with the various tools used in mosaics. We will focus on design, composition, and discuss the techniques of adhesives, grouting and sealing. You will leave with the basic knowledge of mosaic art design and your own finished project.

Glass, tools and project bases will be provided. No experience necessary!

- March 4 – April 1 (W); 9:30AM - 12:30PM CRN: 3166
- March 4 – April 1 (W); 6-9PM CRN: 3099
- April 15 – May 13 (W); 9:30AM - 12:30PM CRN: 3167
- April 15 – May 13 (W); 6-9PM CRN: 3100

Fee: \$179 (includes materials for first project; additional project materials estimated additional \$30-40)
Room: 305

Instructor: Sarah Segovia



SPECIAL INTEREST COURSES

NEW!

CSI Tunxis: An Introduction to Crime Scene Processing and Investigation

This course is designed to create awareness and insight into the world of a crime scene investigator and forensic science. Through lecture and hands-on participation, students will experience firsthand how the investigation process works along with the problems faced by CSIs during the processing of crime scenes. Actual case studies will be presented to provide students a better understanding of how crime scene units operate, what type of techniques are used and what forensic results can and may be achieved.

*Please note: Some aspects of this class deal with the descriptions and images from actual crime scenes. As some people may find this unsettling, discretion is advised.

Feb. 19 – April 9 (TH); 7-9PM

CRN: 3101

Fee: \$189

Location: 312

Instructor: Det. Joseph Lobo, has over 20 years experience as a police officer with 10 years as a detective in the crime scene unit and over 500 hours of crime scene training.



NEW! Beginning Piano

Ever wanted to play an instrument but weren't sure you could? This introductory course may be for you! Students will learn the piano keyboard and acquire the basic skills to read general musical notation. An understanding and application of basic chords and scales will be covered.

Feb. 23 – May 11 (M); 6:30-8PM

CRN:

Fee: \$299 plus text

Room: 206

Instructor: Paul Garside



NEW! How to Get Your Book 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.

May 16 (S); 10AM-2PM

CRN: 3107

Fee: \$49

Room: 6-173

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.

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.

Feb. 24 & March 3 (T); 7-9PM

CRN: 3102

Fee: \$69

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

March 10 (T); 7-9PM

CRN: 3103

Fee: \$29

Room: 313

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!

March 24 (T); 7-9PM

CRN: 3104 Fee: \$39

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

Room: 313

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!

April 7 (T); 7-9PM

CRN: 3105

Fee: \$39

Room: 313

Instructor: Elaine Adams, RN, BSN, MA

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.

April 23 (TH); 6-8PM

CRN: 3106

Fee: \$49

Room: 305

Instructor: Jonathan Goodman, ND

SPECIAL INTEREST COURSES

Combined Basic Safe Boating/ Personal Watercraft

This 7.5-hour, 3-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.

- **March 9,11,16 (M/W); 6:30-9PM**
CRN: 3108
- **April 13,15,20 (M/W); 6:30-9PM**
CRN: 3109
- **May 4,6,11 (M/W); 6:30-9PM**
CRN: 3110

Fee: \$25 nonrefundable
Room: 312

One-Day Combination Safe Boating/ Personal Watercraft Course

A complete basic safe boating certification course taught in one 8-hour day. Successful completion will allow students to obtain a Connecticut Certificate of Personal Watercraft Operation, which enables them to operate recreational vessels up to 65 feet in length (including jet skis). An easy-to-understand classroom format is designed for students age 10 and over. Course fee does not include the one-time lifetime license fee. Students should bring a pen or pencil to class.

All classes meet for one Saturday
8:30AM-4:30PM
Fee: \$89
Room: TBA

- **March 21**
CRN: 3111
- **April 25**
CRN: 3112
- **May 16**
CRN: 3113

IMPORTANT: PRIOR TO TAKING A BOATING CLASS,

each student must create an account online at
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.



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.

Academy Award Winners: Best Picture

Join film professor Bob Kagan for screening and discussions of three Academy Award winning films.

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, and an engaging post-film discussion.

The series will include the 1997 classic, “Annie Hall,” starring Woody Allen and Diane Keaton. Many critics consider this to be Allen’s best movie; “Million Dollar Baby” (2004), which Clint Eastwood directed and starred in and which features Hilary Swank as an amateur boxer determined to go professional; and “Crash” (2005), written and directed by Paul Haggis, who also wrote the script for “Million Dollar Baby.” “Crash” explores racial and ethnic stereotypes in contemporary America and features an ensemble cast that includes Sandra Bullock, Don Cheadle and Ryan Phillippe.

March 6, 13, 20 (F); 2-5PM

CRN: 3148

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

Room TBA

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.

April 18 (S); 9:30AM–2:30PM

(Please bring your lunch.)

CRN: 3149

Fee: \$45

Room: TBA

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.

Facebook for Fun

You've put it off long enough! This class will help you get your Facebook profile started, connect to friends and learn how posts work. Carol Mon also will teach you how to spend your time productively on social media. You don't have to have a Facebook profile to take this class. If you do have a profile, you may bring a profile picture to class on a flash drive to help complete your profile. Be sure to bring your login information.

March 23 (M); 5–7PM

CRN: 3151

Fee: \$25

Room: TBA

Instructor: Carol Mon

Beginning LinkedIn

Social media is not just for kids; it is playing a key role in job searches. LinkedIn is one of the more popular networking sites with millions of users. Being an active LinkedIn user is a vital part of doing business for professionals, entrepreneurs and small business owners. Carol Mon will show you how to create a LinkedIn profile, how to search and make new connections, and how to join groups and follow companies of interest.

IMPORTANT: You must have a LinkedIn account or visit www.linkedin.com to set up an account prior to taking this class.

March 16 (M); 5–7PM

CRN: 3150

Fee: \$25

Room: TBA

Instructor: Carol Mon has trained hundreds of people on how to use social media for business and fun. She is the author of "A Guide to Networking for Introverts, From Icebreaking to Deal Making."

Change Your Career, Change Your Life

Are you at a career crossroads? Are you thinking about making a career change? Join career counselor Eleta Jones for an interactive workshop that will help you develop the next steps in your career plan. You'll identify your interests, skills and values, create career ideas and a personalized action plan.

April 10 (F); 9AM to 3PM

CRN: 3155

Fee: \$45

Room: 6-173

Instructor: Eleta Jones, Ph.D., LPC, provides career counseling and coaching. She brings more than 30 years of experience in career planning, planning for retirement, job search strategies, résumé writing, interviewing and salary negotiations to her practice. A member of the Connecticut Career Counseling & Development Association, Jones is a Licensed Professional Counselor in Connecticut and is a Nationally Certified Counselor.

**For more information or to register,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.606.9722.**

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.

March 21 (S); 9AM to 2:30PM

CRN: 3156

Fee: \$35

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. Please bring your lunch.

March 7 (S); 9AM – 2:30PM

(Please bring your lunch.)

CRN: 3157

Fee: \$45

Room 6-127

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.



**For more information or to register,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.606.9722.**



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