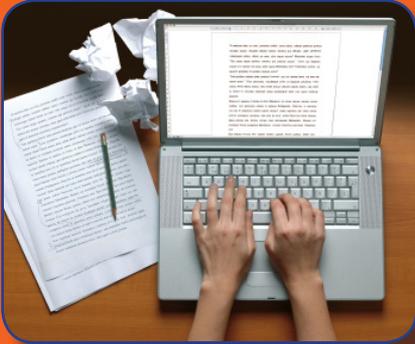


# Tunxis

## Fall 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.*

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## Registration Information

**Non-credit registration form (p. 29) 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-Wednesday • 9AM-5PM;**

**Thursday • 9AM-7PM; Friday • 9AM-4:30PM**

### Mail

Registration form (p. 29) & 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. 29). Include required **VISA, Discover** or **MC** number & expiration date. Fax to 860.606.9732



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 the Academic Support Center, (860.773.1530), and speak to a Learning Disabilities specialist 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](mailto:tx-continuing-ed@tunxis.edu)**
- ▶ **Online: [tunxis.edu](http://tunxis.edu)**

# Fall 2015

## Schedule of Programs and Course Offerings

### TABLE OF CONTENTS

- Allied Health Programs and Courses .....3
  - Certified Nurse Aide (CNA)
  - CNA Competency Exam Review
  - CPR
  - EKG Skills
  - EMT Basic
  - Medical Administrative Assistant
  - Medical Assistant
  - Medical Billing and Coding
  - Medical Math
  - Patient Care Technician (PCT) Certificate
  - Pharmacy Technician
  - Phlebotomy Technician Certification
- Bartending with SMART Certification..... 14
- Bend in the River .....26
- Boating Safety.....25
- Electrical License Renewal Training..... 18
- Graphic and Multi-media Design (online)..... 10
- Motorcycle Rider Education Program..... 13
- Online Learning Institute..... 10
- OSHA Training ..... 19
- Personal Fitness Trainer Certification ..... 14
- Photography .....20
- Professional Development ..... 14
- Real Estate..... 15
- Registration Information and Form .....29
- Security Guard Certification ..... 15
- Special Interest Courses.....23
- Veterinary Assistant..... 16
- Writing/Publishing.....23

### NEW! Get your GED FREE!

Free classes are offered during three terms beginning in August, November, and February. The regular school year ends in June, with a summer session in July. Registration closes two weeks after the term begins.

For a complete course schedule or to register, contact the Literacy Volunteers of Greater Hartford at 860.233.3853.

Approved for WIA Funding/Veteran  
Approved Funding Available

## Central Sterile Processing Technician

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 the text for the first class.

**Sept. 19 – Jan. 16 (S); 9AM-1PM**

**(No class Nov. 28, Dec. 26, and Jan. 2)**

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

**Instructor: Peter Daigle**

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

## Medical Assistant

Program starts in September 14.

- 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.



Approved for WIA Funding/Veteran  
Approved Funding Available

*Email [tx-continuing-ed@tunxis.edu](mailto: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., B.S.N., at 860.773.1453 for more information.**

***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.***

*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.*

*Approved for WIA Funding/Veteran  
Approved Funding Available*

## Medical Administrative Assistant

Program starts September 10.

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.*

## **NEW!** Medical Billing and Coding - ONLINE

Medical practices rely on medical billers and coders to provide the cash flow that keeps their doors open. Positions are also available with ambulatory care centers, medical equipment suppliers, insurance companies, public health agencies, consulting firms, and medical billing companies.

Course material includes: abstracting from medical records, assigning codes to diagnoses and procedures using the ICD-9-CM, ICD-10-CM, CPT and HCPCS Level II code books, developing insurance claims according to third-party guidelines, and understanding the legal, ethical and regulatory concepts that are vital to this field.

Upon completion, students will be prepared to take the Certified Billing and Coding Specialist (CBCS) exam, offered by National Healthcareer Association (NHA), and will receive the study guide materials, access to practice exams, and exam registration fees. Students will also be prepared to sit for the Certified Professional Coder (CPC) exam, offered by the American Academy of Professional Coders (AAPC).

Note: It is recommended that you have knowledge of medical terminology, including anatomy and physiology (available from [ed2go.com/tunxis](http://ed2go.com/tunxis)). Candidates must have a high school diploma or GED (recommended prior to enrollment) to sit for national certification exams.

This 240-hour program has open enrollment so you can start any time! See page (12) for a complete list of our online Career Training Programs and enrollment information.

**Fee: \$1,795 includes text**

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***To see if you qualify call  
New Britain CT Works at 860.223.0889.***

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## 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 and the CT Department of Public Health.

Sept. 9 – Dec. 9 (M/W); 6-10PM CRN: 3736

Plus select Saturdays

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.

Dec. 3 - 6 (TH); 12Noon-4PM & (F/S/SU); 8AM – 4PM CRN: 3737

Exam fees of \$125 and \$70 are paid by student directly to the state of Connecticut and the National Registry.

**For more information or to register,  
call 860.314.4700, email [tx-bcc@tunxis.edu](mailto:tx-bcc@tunxis.edu), or fax 1.860.606.9722.**

*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.*

## **NEW!** Spanish for Emergency Medical and Health Care Professionals

Tunxis@Bristol has teamed up with Bristol Hospital EMS, LLC, to offer a Spanish language class for emergency medical and health care professionals. This six-week, 18-hour workshop will provide you with essential medical terminology and conversational tools to help you communicate with Spanish-speaking patients and their families.

You'll learn and practice the fundamentals of pronunciation, how to ask questions, medical terminology and vocabulary most commonly associated with emergency medical situations. The class also will include discussion of cultural issues that may arise.

The following topics will be covered:

- Initial contact and patient comfort
- Accidents and injuries that happen at home
- Trauma and assault
- Vehicle accidents
- General illness
- Cardiac and chest pain
- OB/GYN and labor

**Bristol Hospital EMS, LLC** is a fully licensed paramedic service that provides emergency and critical care transports along with non-emergency and wheelchair services to Bristol and surrounding communities.

**Instructor Val Rodriguez**, a Hartford City firefighter, holds Advanced Emergency Medical Technician certification and trains EMS and medical professionals.

**Oct. 19 – Nov. 23 (M); 6 - 9PM**

**CRN: 3691 Fee: \$199 (includes textbook)**

**For more information or to register,  
call 860.314.4700, email [tx-bcc@tunxis.edu](mailto:tx-bcc@tunxis.edu), or fax 1.860.606.9722.**



**Classes begin September 10**

## 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: \$925 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

**Nov. 6, 13, 20 (F); 4-9PM**

**CRN: 3701 • Fee: \$279**

**Room: 202**

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

*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 CTWorks 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.*

Approved for WIA  
Funding/Veteran Approved  
Funding Available

## 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. 21 – Dec. 15 (M/TU); 9AM-2PM**

**Evening Program: Sept. 21 – Dec. 16 (M/TU/W);  
5:30-8:45PM**

**(Both programs: no class Mon. Oct. 12)**

**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.**

*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.*

## 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. 15 – Nov. 12 (TH); 5:30-8:30PM**

**5 sessions – 1.5 CEUs**

**CRN: 3702 • Fee: \$279 plus text**

**Room: 310**

**Instructor: Mark Rouleau, R.N.**

## 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. 7) 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.5
- CPR/BLS for Health Care Professionals (must be taken at Tunxis). See below

Estimated total PCT program cost is \$4,000.

Approved for WIA Funding

## 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.

**Oct. 30 (F); 9AM-12PM**

**CRN: 3703 • Fee: \$95**

**Room: Founders Hall**

*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

## 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”)

**Note: this program requires a minimum attendance of 85%.**

**Sept. 21 – Dec. 2 (M/W); 6-9PM**  
(no class Mon. Oct. 12 and Wed. Nov. 25)

**Fee: \$1,034 (includes text) plus \$35 nonrefundable administrative fee**

**Instructors: CT Pharmacy Association**

*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.*



**Veteran Approved Funding Available**

**NEW! Take Pharmacy Technician Online (includes optional externship at CVS)!**  
**See page 12 for our online Career Training Programs. Start any time!**

## 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.

**Nov. 13 (F); 10AM-12PM**  
**CRN: 3704 • Fee: \$85**  
**Room: Founders Hall**

# TUNXIS ONLINE LEARNING INSTITUTE

Now you can learn anywhere!

Classes begin monthly with start dates of Sept. 16, Oct. 14, and Nov. 11.

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. 16, Oct. 14, and Nov. 11.

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 & Multi-Media 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

## New! Courses

Creating Mobile Apps  
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

This is a partial listing of courses offered.  
Check [careertraining.ed2go.com/tunxis](http://careertraining.ed2go.com/tunxis) for over 150 online classes.

The courses listed below have open enrollment so you can start at any time!

## Career Training Programs

Administrative Medical Specialist  
with Medical Billing and Coding and Terminology  
Administrative Professional with Microsoft Office Specialist 2010/2013  
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  
Legal Secretary  
Microsoft Office Specialist (MOS) Certification  
Paralegal  
Pharmacy Technician  
Physical Therapy Aide  
Professional Bookkeeping with QuickBooks  
Project Management  
Retail Customer Service Skills Training  
Solar Power Professional  
Video Game Design and Development  
Webmaster



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 Motorcycle Rider schedule of dates/times and registration information, or visit [tunxis.edu/motorcycle](http://tunxis.edu/motorcycle).

**For more information, call**

**860.773.1446**

**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 five-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. 15 – Nov. 21 (TH) 6:30-9:30PM (S); 9AM-12PM**  
**CRN: 3705 • Fee: \$649 plus text; \$26.58 lab fee**  
**(includes applicable tax).**

**Room: 6-173 (TH) and gym lab TBA (S)**

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



**Prerequisite for taking the Personal Fitness Trainer Certification Exam is Adult/Child CPR/AED course (see page 7).**

**FREE!**

**Personal Fitness Training ONLINE Information Session**

**Sept. 2 or Oct. 1**

**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. 19 & 26 (S); 9AM-5PM • CRN: 3706**

**• Nov. 7 & 14 (S); 9AM-5PM • CRN: 3707**

**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/Veteran  
Approved Funding Available**

## Security Guard Certification

Public Act #04-192 now mandates that all 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. 19 (S); 8:30AM-5PM**  
**CRN: 3708**
- **Oct. 17 (S); 8:30AM-5PM**  
**CRN: 3709**
- **Dec. 12 (S); 8:30AM-5PM**  
**CRN: 3710**

**Location: Tunxis@Bristol**  
**430 North Main Street, Bristol**  
**Fee: \$119**  
**Instructor: Eric Bonaiuto**



**Approved for WIA Funding/Veteran  
Approved Funding Available**

## 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. 14 – Dec. 2 (M/W); 9:30AM-12:30PM**  
**CRN: 3711**  
**Room: 312**  
**Instructor: Laura McConville**
- **Sept. 15 – Dec. 1 (TU/TH); 6-9PM**  
**CRN: 3712**  
**Room: 6-173**  
**Instructor: Jamie Bell**

**Fee: \$475 plus text**

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/Veteran  
Approved Funding Available**

## Veterinary Assistant Program

(42 hours classroom/24 hours optional externship)

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 optional clinical experience.

**Sept. 9 – Dec. 16 (W); 6-9PM (no class Nov. 25)**

**CRN: 3713**

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

**Room: 6-173**

**Instructor: Tim Burns, VT**

## QuickBooks 2015 15 hours

(CPE \*Credits Available)

This QuickBooks training class covers the fundamentals of using QuickBooks 2015 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. 30, Dec. 2, 7, 9, 14 (M & W); 6 – 9PM**

**CRN: 3725**

**Fee: \$195 plus text**

**Location: Tunxis@Bristol**

**430 North Main Street, Bristol**

**Instructor: Jan Gyurko**

## Connecticut Virtuosi Music Academy

The Advanced Performance Certificate Program is designed to give young musicians and opera singers an opportunity to develop their art without financial burden in a supportive and professional environment. The certificate is designed to focus on advanced repertoire—concentrated instrumental/vocal studies, chamber music sessions, master-classes, public performances and the creation of a final media project. A unique and focused learning experience for those looking to become well-rounded musicians – different from any university degree program.

**To apply visit:**

<http://academy.thevirtuosi.org/advanced-performance-certificate-program-application-form/>

## Writing Power: How to Improve Your Business Communication

Learn how to create more powerful written communications. Join writer and communication consultant Chris John Amorosino for a half-day workshop that will cover strategies and tactics to help you write with more clarity, brevity and understanding. The focus will be on emails, letters, memos and other short forms. This interactive workshop will include learning a concept, seeing examples and then putting that concept into immediate practice. Each participant will receive a printed copy of a practical business writing guide.

**Sept. 21 (M); 9AM – 12PM**

**CRN: 3695**

**Fee: \$75**

**Room: TBA**

**Instructor: Chris John Amorosino** provides writing and content marketing services for businesses and organizations across Connecticut. His clients include Aetna, ESPN, St. Francis Care, and Connecticut state agencies. Amorosino also has conducted more than 30 business writing workshops during the past 15 years, and is the coauthor of the book *“Don’t Get Fooled Again: A Decision Maker’s Guide to Market Research”* with Walter H. Zultowski, Ph.D.

## Change Your Career; Change Your Life

Are you at a career crossroads? 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.

**Sept. 25 (F); 9AM – 12PM**

**CRN: 3692    Fee: \$45**

**Room: 6-173**

**Instructor: Eleta Jones Ph.D., LPC**, brings more than 30 years of experience in career planning, retirement, job search strategies, résumé writing, interviewing and salary negotiations to her practice. Jones is a licensed professional counselor in the state of Connecticut and is a nationally certified counselor.

## Secrets to a Successful Job Search

*Move from feeling powerless to powerful  
while searching for a job.*

Human Resources coach and counselor Helen Sneed will show you how to find job opportunities beyond CareerBuilder and indeed.com. You will learn how to uncover jobs that your competition may not know about and improve your online job application skills.

This workshop also includes a self-assessment exercise, resume review, and interviewing skills practice. Tools from this class will help you expand your field of opportunities and increase your chances of finding and getting the job you want, not the job you settle for.

**Oct. 5 (M); 6– 8:30PM**

**CRN: 3694**

**Fee: \$45**

**Room: 205**

**Instructor: Helen Sneed** has more than 15 years of experience in human resources management. She has coached and counseled people to help them become more successful in their current jobs and in their search for new positions.

## It's Your Turn to Lead

Finally, you're in charge. Now, you can really make things happen. In fact, your organization is counting on it. In this workshop, you will learn and practice skills to enhance your leadership abilities and your team's capacity to overcome obstacles and get results.

This workshop is designed for leaders new to their jobs and those in leadership positions for three years or less.

### Topics include the following:

- Building credibility — understanding webs of significance
- Managing expectations
- Dealing with conflict — it's not all bad
- Making decisions that matter most
- Recovering from mistakes

**Oct. 16 (F); 1– 4:30PM**

**CRN: 3696**

**Fee: \$75**

**Room: 6-173**

**Instructor: Donna Ciarfella** brings more than 25 years of experience to her work as a human resources and organizational development consultant for the private, non-profit and government sectors. She is dedicated to helping managers develop their leadership skills and become more effective at their jobs and better able to meet organizational goals.



**For more information or to register call 860.314.4700,  
email [tx-bcc@tunxis.edu](mailto:tx-bcc@tunxis.edu), or fax 1.860.606.9722.**

## Electrical License Renewal Training Program

### C, L, T License Required Electrical Training for 2015

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 (S) @ Manchester Community College

Aug. 26 (W) (5-9 PM)

Sept. 2 (W) @ Manchester Community  
College (5-9 PM)

Sept. 11 (F)

Sept. 16 (W) (5-9 PM)

Sept. 18 (F) @ Manchester Community College

Sept. 25 (F)

Sept. 26 (S)

Fee: \$60

Location: Tunxis@Bristol  
430 North Main Street,  
Bristol, except as noted.



For more information or to register,  
call 860.314.4700, email [tx-bcc@tunxis.edu](mailto:tx-bcc@tunxis.edu), or fax 1.860.606.9722.

## 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.

**Oct. 2 & 3; (F) 4:30-9PM & (S) 7:30AM-2PM**

**CRN: 3699**

**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.

**Nov. 12, 13, 19, 20; (TH, F); 8AM-4PM**

**CRN: 3700**

**Fee: \$299**

**Location: Tunxis@Bristol  
430 North Main Street, Bristol  
Instructor: David Stevens**

## Diversity and the Workplace

Workplace diversity, where employees are valued for their contribution regardless of race, ethnicity, gender, age, religion, sexual orientation, or other dimensions of identity, is a recognized competitive advantage for organizations that want to succeed. This half-day workshop will help managers and staff understand diversity and its role in helping organizations achieve higher levels of individual performance and team collaboration.

Topics will include the following;

- What do we mean by "diversity"? What types of diversity are we talking about?
- "The business case:" why does diversity matter for the organization?
- Diversity self-assessment: how comfortable are you with diversity?
- Legal aspects of diversity: examining employees' rights and responsibilities
- Diversity-related conflicts: understanding how they develop and how to respond
- Managing diversity: the supervisor's role

**Oct. 2 (F); 9AM – 12:30PM**

**CRN: 3693**

**Fee: \$75**

**Room: 6-173**

**Location: Tunxis@Bristol  
430 North Main Street, Bristol  
Instructor: Deanne Shapiro**



**For more information or to register,  
call 860.314.4700, email [tx-bcc@tunxis.edu](mailto:tx-bcc@tunxis.edu), or fax 1.860.606.9722.**

# PHOTOGRAPHY COURSES

## Digital Photography

Our newly developed program is designed to provide students with knowledge and skills to pursue their individual photography ambitions. Students will receive training from professional photographers focusing on photographic techniques specific to understanding DSLR camera equipment, exposure settings, digital workflow, flash and lighting skills, Photoshop editing and much more.

The Digital Photography Program consists of the following suggested courses: (Please advise an instructor on the sequence of classes to meet your individual needs. Some classes can be taken concurrently or as an elective).

1. **Understanding Your Digital SLR Camera**
2. **Digital Photography Boot Camp**
3. **The Art of Photographic Composition**
4. **The Art of Black & White Photography, Darkroom Introduction**
5. **Applied Creative Photography**
6. **Digital Asset Management for Photographers**
7. **Photoshop for Photographers**
8. **Advanced Photography**
9. **Basic Artificial Light**
10. **Introduction to Off-Camera Flash Techniques**

**NOTE:** Additional workshops may be offered throughout the year based on student interest.

### 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. 14 – Oct. 5 (M); 6-9PM; 4 sessions**

**CRN: 3729**

**Fee: \$145**

**Location: Tunxis@Bristol**

**430 North Main Street, Bristol**

**Instructor: Eric Dreeke**

### Applied Creative Photography

In “Understanding Your Digital SLR Camera” 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: “Understanding Your Digital SLR Camera” or permission of the instructor based on portfolio review and interview.

**Oct. 17 – Nov. 7 (S); 10AM-1PM; 4 sessions**

**CRN: 3733**

**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](mailto:tx-bcc@tunxis.edu), or fax 1.860.606.9722.**

# PHOTOGRAPHY COURSES

## Advanced Photography

Combine all your photography skills through the courses you have taken at Tunxis, and challenge yourself to continue to further develop your photography style. This course will begin with a basic review of shooting in manual settings and editing in Photoshop. Other topics include: shooting environmental portraits, sports, events, finding features, discussing the ethics of photography, copyright laws, and completing a photo story package.

Prerequisite: Previous Tunxis photography courses, or instructor permission.

**Nov. 3 – Dec. 8 (T); 6-9 PM; 6 sessions**

**CRN: 3735 Fee: \$219**

**Location: Tunxis@Bristol,  
430 North Main Street, Bristol  
Instructor: Kristen Hines-Baker**

## Photoshop for Photographers

In Photoshop for photographers you will learn how to use Photoshop tools correctly. The class will teach how to navigate the program interface, retouch and color correct images, and software tips and tricks to make your photos unique. Photographers will learn techniques using Camera Raw, layers, masks, filters and blend modes. Photoshop for photographers provides those primary skills to maximize your use of Photoshop.

Basic computer skills necessary. Students will need to bring a flash drive to class.

**Oct. 14 – Nov. 18 (W); 6-9PM**

**CRN: 3732 (No class Nov. 11)**

**Fee: \$179**

**Location: Tunxis@Bristol,  
430 North Main Street, Bristol  
Instructor: Lisa Cherie-Reardon**

**For more information or to register  
call 860.314.4700,  
email [tx-bcc@tunxis.edu](mailto:tx-bcc@tunxis.edu),  
or fax 1.860.606.9722.**

## 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 “An Understanding of Your Digital SLR Camera” and “Applied Creative Photography” 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. 9-30 (M); 6-9PM; 4 sessions**

**CRN: 3734**

**Fee: \$145**

**Location: Tunxis@Bristol  
430 North Main Street, Bristol**

## 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.

**Sept. 22 & 29 (T) 6-9 PM**

**CRN: 3730 Fee: \$75**

**Location: Tunxis@Bristol  
430 North Main Street, Bristol  
Instructor: Kristen Hines-Baker**

## 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: "Applied Creative Photography" or equivalent practical experience and instructor approval.

**Oct. 13 – Nov. 3 (T); 6-9 PM 4 sessions**

**CRN: 3731**

**Fee: \$145**

**Location: Tunxis@Bristol**

**430 North Main Street, Bristol**

**Instructor: Lisa Cherie-Reardon**

### 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.**

**Oct. 13 & 20 (T); 6-9 PM**

**CRN: 3727 Fee: \$75**

**Location: Tunxis@Bristol 430 North Main Street, Bristol**

**Instructor: Kristen Hines-Baker**

### The Art of Black & White Darkroom Photography

Black and white is regarded by many as the truest expression of the photographic art! Our beginner-friendly course will instruct you on how to develop traditional B&W film while learning how to make fine-art B&W prints. Train to the techniques of the masters using contrast filters and burning & dodging as you express your creative vision. A 35 mm film camera is required, preferably an SLR, with manual-exposure controls.

**Sept. 23 – Oct. 28, (W); 6-9 PM**

**CRN: 3728**

**Fee: \$219 plus \$15 payable to instructor for chemicals, plus photo paper.**

**Room: 6-242**

**Instructor: Eric Dreeke**



## 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.

**Sept. 21 – Oct. 26 (M); 7-9PM (no class Oct. 12)**

**CRN: 5000**

**Fee: \$129**

**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.

### How to Publish Your Book

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.

**Dec. 19 (S); 10AM-2PM**

**CRN: 3718**

**Fee: \$49**

**Location: Tunxis@Bristol 430 North Main Street, Bristol**

**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.

### 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!

**Sept. 23 – Oct. 28 (W); 6-9PM**

**CRN: 3716**

**Nov. 10 – Dec. 8 (TU); 9AM - 12PM**

**CRN: 3717**

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

**Room: 305 • Instructor: Sarah Segovia**



## SPECIAL INTEREST COURSES

### 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. 21 – Oct. 26 (M); 6-9PM (no class Oct. 12)**  
**CRN: 3714**
- **Nov. 9 – Dec. 7 (M); 9AM-12PM**  
**CRN: 3715**

**Fee: \$199 (includes materials)**  
**Room: 305**

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



### **NEW!** Stress Reduction: Methods and Techniques to Improve Your Health and Well-Being.

Studies have shown that repeated or prolonged stress contribute toward 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 receive a free Guided Breath-Focused Meditation CD.

- **Oct. 20 & 27 (TU); 7-9PM**  
**CRN: 3723 Fee: \$69**

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

- **Nov. 3 (TU); 7-9PM**  
**CRN: 3724 Fee: \$29**

**Room: 205**

**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.

## SPECIAL INTEREST COURSES

### Personal Watercraft

This 9-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.

- **Sept. 22, 23, 24 (TU/W/TH); 6-9PM**  
**CRN: 3719**
- **Oct. 20, 21, 22 (TU/W/TH); 6-9PM**  
**CRN: 3720**

**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 the student 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.

- **Sept. 19 (S); 8:30AM-4:30PM**  
**CRN: 3721**
- **Nov. 21 (S); 8:30AM-4:30PM**  
**CRN: 3722**

**Fee: \$89**

**Location: Tunxis@Bristol**  
**430 North Main Street, Bristol**

**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.

# 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.

## How to Understand the Art of Painting

Join painter and educator Edith Skiba LaMonica on a journey to discover how painters including Rembrandt, Vermeer, Monet, van Gogh and Matisse used light and color to convey their unique visions. You will be able to apply these insights to your favorite artists of the past and present. This two-part series is aimed at enhancing your enjoyment of museum and community art exhibits.

**Oct. 2 & 9(F); 2-4PM**

**CRN: 3698**

**Fee: \$35**

**Room: 6-173**

**Instructor: Edith Skiba LaMon**



**For more information or to register,  
call 860.314.4700, email [tx-bcc@tunxis.edu](mailto:tx-bcc@tunxis.edu), or fax 1.860.606.9722.**

## Academy Award Winners: Best Picture

Join film professor Bob Kagan for screening and discussions of three Academy Award winning films. The series will include the 1977 classic, "Annie Hall," starring Woody Allen and which many critics consider to be Allen's best movie, "Million Dollar Baby" (2004), directed by Clint Eastwood who stars with Hilary Swank, 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.

**Oct. 15, 22, 29(TH); 6-9PM**

**CRN: 3738 Fee: \$25 for all three sessions**

**Room: TBA**

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



Scene from "Million Dollar Baby"

## Mindfully Stress-Less!

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

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**
- **Practicing mindful meditation**
- **Body scan**
- **The stress response**
- **Handling strong emotions**
- **Loving-kindness practice**

**Oct. 10 (S); 9AM-2:30PM (Please bring your lunch)**

**CRN: 3697**

**Fee: \$65**

**Room: TBA**

**Instructor: Sharon Gutterman, Ph.D.**, teaches mindfulness practice 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.



## Passages and Pathways

Each stage of our life presents us with challenges and choices. We can't always anticipate our life passages or have a clear sense of direction of what paths to take. This interactive workshop will provide ideas and tools to navigate the journey.

### Topics will include:

- **Overview of Life Stages and Transitions** – a look at life stages and transitions through the lens of adult development
- **Emotions and Finances** – how our emotional responses affect our decision-making capabilities, with special focus on financial decisions
- **Learning and Growing through the Process of Change** – what are the benefits that can come from life transitions?

**Oct. 23(F); 1-4PM**

**CRN: 3739**

**Fee: \$45**

**Room: 6-173**

**Instructor: Susan Levine, M.A., L.P.C.**, provides counseling services to people facing major life transitions related to career, retirement, aging, bereavement, separation and divorce and recovery issues. Levine spent more than 30 years as synagogue clergy and 18 years as a pastoral counselor before devoting herself full-time to her counseling practice.

# GENERAL INFORMATION

# Fall 2015

Registration must be completed in full.

### Withdrawals/Refunds:

Refunds may be obtained if your written withdrawal is submitted to the Workforce Development & Continuing Education Office three business days prior to the first meeting of your class. Refunds generally take 2-4 weeks to process. There are no refunds once a class has started. There are no refunds for motorcycle classes.

### Course Cancellations:

Low enrollment may result in course cancellation. Students may accept a refund or transfer the tuition to another course during that semester. Course schedules may be altered due to instructor availability or in the event of inclement weather. Please check the Weather Line at 860.773.1301 or our website: tunxis.edu.

### Student Conduct:

Students are expected to behave according to the socially accepted standards of the College community. Each student is expected to uphold ethical standards in academic performance. Failure to comply with the College's guidelines for conduct, as directed by policy of the Connecticut Board of Regents for Higher Education, may be grounds for dismissal.

### Attendance Policy:

Unless otherwise indicated, students must attend at least 80% of a course to receive a certificate of completion.

### Parking Policy:

To avoid having to pay a parking fine, please park in designated parking spaces unless you are instructed otherwise by a guard.

### Directions to Tunxis:

For directions, visit the Tunxis website at [tunxis.edu/directions](http://tunxis.edu/directions).

Tunxis Community College is located at the intersection of Routes 6 & 177:  
271 Scott Swamp Road, Farmington, CT

**Tunxis@Bristol is located at 430 North Main Street in Bristol, CT (in North Side Square near The Super Natural Market & Deli).**



**TCC Continuing Education & Workforce Development**  
271 Scott Swamp Road  
Farmington, CT 06032-3187



NON-CREDIT REGISTRATION FORM

Social Security #

Birth Date:

Student ID #

Student's Name: (Last)  (First)  (Middle)

Address: No. and Street  City or Town  State  Zip Code

E-Mail Address:

Phone Numbers: (include area code)

Male  Female

Ethnic (optional):  White  Black  Hispanic/Latino  Asian  Native Hawaiian/Pacific Islander  American Indian/Alaskan Native  Other

Maiden Name (if applicable):

Are you a U.S. citizen?  YES  NO

MasterCard  VISA  Discover

Expiration Date:

CRN	COURSE TITLE	START DATE	COST	DAY(S)-CIRCLE	TIME	ROOM
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SU M TU W TH F S	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SU M TU W TH F S	<input type="text"/>	<input type="text"/>
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<b>TOTAL COST</b>			<input type="text"/>			

Reg Form N-C03 Rev. 4/09



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