Non-Credit Course Schedule  Spring 2016

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. 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-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.
### Allied Health Programs and Courses

- Central Sterile Processing Technician
- Certified National Pharmaceutical Representative
- 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
- Physical Therapy Aide

### Bend in the River Series

- Boating Safety
- Bartending with SMART Certification
- Computer Skills
- Electrical License Renewal Training
- Graphic and Multimedia Design (online)
- Motorcycle Rider Education Program
- Music
- Online Learning Institute
- OSHA Training
- Paralegal (Online)
- Personal Fitness Trainer Certification
- Photography
- Professional Development
- Real Estate
- Registration Information and Form
- Security Guard Certification
- Special Interest Courses
- Stained Glass
- Veterinary Assistant Program
- Video/Game Design & Development (Online)
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.

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 their book for the first class.

Feb. 6 – May 21 (S); 9AM-1PM
(No class March 26)
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.

Students who have successfully completed the
Medical Assistant, Medical Administrative Assistant,
Patient Care Technician, Phlebotomy Technician,
Pharmacy Technician, CNA, and/or EKG and Pulse
Oximetry Skills Programs are eligible to receive
college credit through the Connecticut Credit
Assessment Program administered by Charter Oak
State College.

Students should request that a copy of their
program transcript be sent to Charter Oak. Credits
may be used at Charter Oak State College or
transferred to another school by setting up a credit
registry with Charter Oak. (Any transfer credit is at
the discretion of the institution.)

http://www.charteroak.edu/current/programs/
creditregistry.cfm

Approved for WIA Funding/
Veteran’s Funding Available

Medical Assistant Program
Program starts February 11.

• 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 internships 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.

Approved for WIA Funding/
Veteran’s Funding Available
Medical Administrative Assistant Program

Program starts February 18.

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.

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. This course 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.

Feb. 11 – March 10 (TH); 5:30-8:30PM
5 sessions – 1.5 CEUs
CRN: 1561
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.
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). In order to sit for national certification exams, candidates must have a high school diploma or GED (recommended prior to enrollment).

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

Fee: $1,795 includes text

NEW! Certified National Pharmaceutical Representative - Online

The CNPR Program was developed in partnership with the National Association of Pharmaceutical Sales Representatives (NAPSR). This unique training program will prepare you for a new career as a pharmaceutical sales representative and for national certification through NAPSR. As a registered student of the CNPR program, you’ll automatically become a member of NAPSR, and you’ll be eligible to sit for the CNPR national certification exam at no additional cost.

The CNPR is a federally trademarked certification you can earn by demonstrating the necessary knowledge in pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals. The CNPR examination is dedicated to increasing the professional level of NAPSR members and to developing meaningful and ethical standards fully accepted by both its members and members of the pharmaceutical community.

Students should be proficient in keyboarding, have a basic understanding of a word-processing computer program (Microsoft Word recommended), and have a command of English grammar and punctuation. No health care or medical office experience is required.

This 90-hour program has open enrollment so you can start anytime! See page 12 for a complete list of our online Career Training Programs and enrollment information.

Fee: $1,795 includes text

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

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. 10 – May 23  (M/W); 6-10PM
Plus select Saturdays
No class Feb. 15
Fee: $750 (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.

March 3-6 (TH); Noon-4PM & (F/S/SU); 8AM – 4PM • Fee: $275

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

NEW! Physical Therapy Aide - Online
Are you seeking a career in the fast-growing, high-demand field of health care? In this program, you will gain all the skills and information you need to get a job as a physical therapy aide.

You will learn what physical therapy entails and explore the different roles of physical therapists, physical therapy assistants, and physical therapy aides; discover how therapists evaluate and treat patients and see how PT aides assist them in their important work. You will also learn how to communicate effectively with patients and colleagues, find out how health care professionals document the treatments they provide; the principles of ethics and law as they apply to the health care field; and anatomy and physiology.

You will receive tips for finding a job in the health care field. You do not need any special certification to become a physical therapy aide, so by the time you complete this program, you will be fully prepared to jump into your new career! This 150-hour program has open enrollment so you can start anytime! See page 12 for a complete list of our online Career Training Programs and enrollment information.

Fee: $1,895 includes text

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 February 4

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 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 4, 11, 18 (F); 4-9PM
CRN: 1562 • 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 CT Works 860.223.0889

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

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. 8 – May 17 (M/T); 9AM-2PM
Evening Program: Feb. 8 – May 18 (M/T/W); 5:30-8:30PM
(Both programs: no class Feb. 15)

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.

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.4
• CPR/BLS for Health Care Professionals (must be taken at Tunxis). See below

Estimated total PCT program cost is $3,200 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 15 (F); 9AM-Noon
CRN: 1563  • 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.

Approved for WIA Funding

Approved for Veteran’s Funding Available

Approved for WIA Funding
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. 8 – April 18 (M/W); 6-9PM (no class Feb. 15)
Fee: $1,034 includes text plus $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.

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

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 8 (F); 10AM-Noon
CRN: 1564
Fee: $85
Room: Founders Hall
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.

Now you can learn anywhere!

Classes begin monthly with start dates of Feb. 10, March 16 and April 13.

Experience Education to Go® Online Learning - ed2go.com/tunxis

Choose from over 150 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.
This is a partial listing of courses offered. Check ed2go.com/tunxis for over 150 online classes.
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The courses listed below have open enrollment so you can start at anytime!

**NEW!**

**Career Training Program Courses**

- 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 Languages
- 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

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**Video Game Design and Development**

**Paralegal**
Largest Program in Connecticut!
Courses available in Farmington, East Granby, Fairfield, and Stratford

IT’S THE LAW!
All applicants for a new motorcycle license must successfully complete the Connecticut Motorcycle Rider Education Program.

Basic Motorcycle Rider Course:
Designed for the individual with little or no riding experience. You must have a driver’s license. Motorcycles and helmets will be provided. Scooters available upon request.
Fee: $200 nonrefundable

Private Lessons:
Enjoy a personalized learning environment.
Fee: $850 private, $425 semi-private

Classes run April through October.
Contact us to receive your 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

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 DO NOT enroll in that class; please choose another.

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.
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 3 – April 9 (TH) 6:30-9:30PM; (S) 9AM-Noon
CRN: 1565 • Fee: $649 plus text;
$26.58 lab fee (includes applicable tax) is payable to Malibu Fitness.
Room: 205 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 page 7).

FREE!
Personal Fitness Training ONLINE Information Session
January 13, February 3 and March 2
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.

Please note: you must be at least 18 years old to take this program. Remember to bring a lunch each day.

• Feb. 20 & 27 (S); 9AM-5PM • CRN: 1566
• April 23 & 30 (S); 9AM-5PM • CRN: 1567

Fee: $239 plus materials (Materials fee of $35 is payable to the instructor at the first class.)
Room: Cafeteria
Instructor: Paul Rich teaches SMART Certification across CT and has been in the bartending industry for more than 15 years.

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

**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. 20 (S); 8:30AM-5PM**
  CRN: 1568
- **March 19 (S); 8:30AM-5PM**
  CRN: 1569
- **April 23 (S); 8:30AM-5PM**
  CRN: 1570
- **May 14 (S); 8:30AM-5PM**
  CRN: 1571

Fee: $119
Location: Tunxis@Bristol
430 North Main St, Bristol
Instructor: Eric Bonaiuto

**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.

- **April 4 – May 23 (M/W); 9AM-1PM**
  CRN: 1572 • Room: 6-173
  Instructor: Laura McConville
- **Feb. 23 – May 5 (T/TH); 6-9PM**
  CRN: 1573 • Room: 6-173
  Instructor: Carol Presutti

Fee: $475 plus text
All real estate courses are approved by the Real Estate Commission under the auspices of the Real Estate

**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. 10 – May 12 (W); 6-9PM**
  CRN: 1574
  Fee: $769 plus text and navy blue scrub top
  Room: 6-173
  Instructor: Tim Burns, VT

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Approved for WIA Funding/Veteran’s Funding Available
**NEW! Paralegal - Online**

Paralegals are involved in sophisticated legal work in traditional law office settings and in the corporate, government, and public arenas. Obtaining a quality education is the best way to prepare for the paralegal profession. This self-paced, online program will get you ready for an entry-level paralegal position, and it'll prepare you to take the certification exam. You'll be paired with an instructor for one-on-one assistance, and you'll also receive free access to NALA Campus and Westlaw with free access to Westlaw to complete your assigned research projects! Westlaw is an online legal research service that provides fast and easy access to an extensive collection of legal resources, news, business, and public records information. Access to the number-one rated online legal resource, Westlaw, will benefit you tremendously as you perform your legal research assignments during your paralegal education.

This 300-hour program has open enrollment so you can start anytime! See page 12 for a complete list of our online Career Training Programs and enrollment information.

**Fee:** $1,995 includes text

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**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.

April 4 – 20 (M/W); 6-8PM
CRN: 1577
Fee: $149
Room: 205
Instructor: Daren Casey

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**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. 22 – March 9 (M/W); 6-8PM
CRN: 1575
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.

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 15 (T); 9AM – 3PM
Fee: $95
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Jan Gyurko

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 14 – 30 (M/W); 6-8PM
CRN: 1576
Fee: $149
Room: 205
Instructor: Daren Casey

Is it Me or I?

Good grammar matters. Don’t let your grammatical lapses hurt your personal and professional reputation. Join grammar guru Carol Mon for a fun and interactive session aimed at fixing some of today’s most common grammatical mistakes. You’ll have the chance to clean up your grammar and help others do the same.

March 14 (M); 5-7PM
Fee: $25
Room: 6-173
Instructor: Carol Mon

Carol Mon grew up in a world where good grammar was a serious pursuit. Her father was an English teacher and demanded correct language when speaking or doing school assignments. Today, Mon teaches business writing classes and works as a certified proofreader. She is also the author of “A Guide to Networking for Introverts, from Icebreaking to Deal Making.”

QuickBooks 2015, 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.

Feb. 29, March 3, 7, 10, 14 (M & TH); 6 – 9PM
Fee: $195 plus text
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Jan Gyurko
NEW! Video Game Design and Development - Online

Video game design and development is challenging, but the rewards are worth it. With this unparalleled comprehensive training program, you'll master skills that open doors to the growing video game industry.

Using a comprehensive and analytical approach to game engine architectures, this program offers you the opportunity to learn how to effectively implement game ideas. The curriculum is divided into eight modules covering five major areas of study: programming languages, mathematics skills, 3D graphics pipeline programming, real-time game engine architectures, and artificial intelligence algorithms. Developing and managing the complex environments for games and related visualization applications is a challenging task, but with the right training and professional guidance, the challenge becomes much less daunting.

This 500-hour program has open enrollment so you can start anytime! See page 12 for a complete list of our online Career Training Programs and enrollment information.

Fee: $1,995 includes text

NEW! CompTIA™ A+ Certification Training - Online

CompTIA™ is the Computing Technology Industry Association, and CompTIA™ A+ certification program is the industry standard for validating the skills expected of entry-level computer technicians. CompTIA™ A+ certification opens the door to an exciting career in computer technology, and ed2go’s online program makes training convenient, interactive, and enjoyable.

The CompTIA™ A+ program will prepare you for two CompTIA™ A+ certification exams: CompTIA A+ Exam 220-801 and CompTIA A+ Exam 220-802. Topics covered in the program include motherboards, memory, processors, video, storage media and devices, printers, operating systems, networking, virtualization, mobile devices, security, and more. You will have the opportunity to practice on online lab systems. Gaining CompTIA™ A+ certification assures employers and computer owners that a PC technician has the requisite knowledge to build, upgrade, optimize, troubleshoot, and repair personal computer (PC) systems.

This 230-hour program will allow you to practice in virtual interactive lab environments.

Open enrollment; so you can start anytime! See page 12 for a complete list of our online Career Training Programs and enrollment information.

Fee: $1,695 includes text

Among the Clouds

Curious about saving work to the Cloud? Google Drive? Dropbox? iCloud? Skydrive? This workshop will explain what these computing tools are all about. You will learn how they work and how to get started on your own cloud. Then you will be able to create documents, spreadsheets and presentations and not have to buy software for your computer. We also will look at collaborating and sharing files and answering all your questions.

March 31 (TH); 9AM-3PM
Fee: $95
Location: Tunxis@Bristol
430 North Main Street, Bristol

Instructor: Jan Gyurko has been a technology and software instructor for more than 25 years. She provides training and consulting for the Connecticut Community College system, several municipal education programs and area businesses and organizations. Gyurko’s expertise is in both Windows and Mac operating systems and business software as well as devices such as iPad, iPhone, Kindle, etc.
C, L, T License Required Electrical Training for 2016

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. Students must bring the “NEC 2014” (National Electrical Code) book. Books are available for purchase for $99.

4-hour Format!

Classes meet 8AM–12NOON, except as noted.

Your Choice:

Jan. 22 (F) @Bristol
Feb. 5 (F) @Bristol
Feb. 19 (F) @Manchester Community College
Feb. 27 (S) @Bristol
March 11 (F) @Manchester Community College
March 30 (W) @Bristol, 5-9PM
April 8 (F) @Bristol
April 23 (S) @Bristol
April 27 (W) @Bristol 5-9PM
May 13 (F) @Manchester Community College
May 21 (S) @Bristol

Fee: $64
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 1.860.606.9722.
OSHA 10 Construction Training
OSHA 10-hour construction training is required for all employees of any public building projects that are paid for in part by state, municipal, or federal funding. Over the last three years we have noticed a dramatic rise from many insurance carriers who also require the training to work on jobs they insure. Our program meets the criteria outlined by OSHA’s Outreach Training Initiative. Ideal for construction workers, project managers and superintendents.

As a reminder, if your OSHA 10 card is over 5 years old you may be required to once again take the program per CT OSHA.

Feb. 26 & 27; (F) 4:30-9PM & (S) 7:30AM – 2PM or April 22 & 23; (F) 4:30-9PM & (S) 7:30AM – 2PM

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.

March 3, 4, 10, 11 (TH, F); 8AM-4PM
Fee: $299
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: David Stevens

OSHA 10 in Spanish Ofrecido en Espanol
OSHA 10-hora de entrenamiento de construccion es requerido para todo los empleados de cualquel proyecto en edificios publicos que estan pagado por el estado, municipal, o fondos federales. Nuestro programa satisface las normas esquemada por la iniciative del entremamiento de OSHA. Este entrenamiento es ideal para trabajadores de construccion, gerentes, y superintendents.

April 8 & 9; (F) 4:30-9PM & (S) 7:30AM – 2PM
5:30 – 8:30p.m.

Fee: $120
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: David Stevens

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 a job you settle for.

April 18 (M) 5:30-8:30PM
Fee: $45
Location: Tunxis@Bristol
430 North Main Street, Bristol
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.

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
Diversity and the Workplace

Workplace diversity 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:

- “The business case:” Why does diversity matter for the organization?
- 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

March 11 (F); 9 AM – 12:30 PM
Fee: $75
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 designed and delivered workforce diversity training to thousands of Connecticut state employees, and members of federal and municipal organizations as well as for-profit businesses and corporations across the state.

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.

March 4 (F); 9AM to 1:30PM
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. 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 1.860.606.9722.
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 course: (Please ask an instructor about the sequence of classes that will 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.

The deadline for registration of photography courses is one week before the start date of the course. Early registration is encouraged for best selection and to ensure your class is not cancelled due to lack of enrollment.

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 a while, 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.

Feb. 1-29 (M); 6-9PM; 4 sessions (No class Feb. 15)
Fee: $145
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Eric Dreeke
PHOTOGRAPHY COURSES

**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.

- **March 5–26 (S); 10AM-1PM; 4 sessions**
- **Fee:** $145
- **Location:** Tunxis@Bristol
  430 North Main Street, Bristol (for first class only)
- **Instructor:** Eric Dreeke

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**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 on shooting in manual settings and editing in Photoshop. Other topics include: shooting environmental portraits, sports, events, finding features discussing the ethics of photography and copyright laws, as well as completing a photo story package.

Prerequisite: Previous Tunxis photography courses, or instructor permission.

- **March 22 – April 26 (T); 6-9 PM; 6 sessions**
- **Fee:** $219
- **Location:** Tunxis@Bristol
  430 North Main Street, Bristol
- **Instructor:** Kristen Hines-Baker

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**Photoshop for Photographers**
Have you wanted to use Photoshop but didn’t know where to start? In this Photoshop course you will learn to navigate the program interface, how to properly use Photoshop tools, discover how to retouch and color correct images as well as an introduction to professional image overflows. Learn techniques used to create professional looking images using Camera Raw, layers, masks, filters, and blend modes. Advanced Photoshop users with no formal training will also benefit from this class as tips, tricks, keyboard short cuts and essential foundation skills are covered. Prerequisite: basic computer skills. Students will need to bring a flash drive to class.

- **Feb. 17 – March 16 (W); 6-9PM 5 sessions**
- **Fee:** $179
- **Location:** Tunxis@Bristol
  430 North Main Street, Bristol
- **Instructor:** Lisa Cherie-Reardon

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**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 24 & 31 (TH) 6-9 PM**
- **Fee:** $75
- **Location:** Tunxis@Bristol
  430 North Main Street, Bristol
- **Instructor:** Kristen Hines-Baker

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For more information or to register call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
Digital Photography Boot Camp
In this intensive 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. You will be guided through a series of easy-to-understand steps including setting menu options for specific situations, auto focusing, ISO settings, JPEG vs. RAW and so much more. This program is a great place to start your adventure in quality photography. Prerequisite: bring a digital camera you own to class.

Jan. 13 - 15; (W & TH) 9AM-4PM & (F) 9AM to 12 NOON
Fee: $169
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Erik Dreeke

NEW! Flash Portraits
Dramatically increase the impact of your photos and create amazing portraits using the versatile and powerful light from a hot shoe flash. Cut right to the chase with in-depth and interactive learning on how to use a speed light off camera. Classes include plenty of opportunity for participants to work on a personal level at live photo shoots with top shelf talent. No matter what your current skill level may be, you will learn about lighting, camera settings, and how to create amazing classic and lifestyle portraits with ease. Students are required to bring their own digital DSLR camera to class. All other equipment will be provided by the instructor for use in class.

March 26 – April 16 (S); 10 AM -1PM 4 sessions
Fee: $145
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Lisa Cherie-Reardon

Digital Asset Management for Photographers
Dramatically increase the impact of your photos and create amazing portraits using the versatile and powerful light from a hot shoe flash. Cut right to the chase with in-depth and interactive learning on how to use a speed light off camera. Classes include plenty of opportunity for participants to work on a personal level at live photo shoots with top shelf talent. No matter what your current skill level may be, you will learn about lighting, camera settings, and how to create amazing classic and lifestyle portraits with ease. Students are required to bring their own digital DSLR camera to class. All other equipment will be provided by the instructor for use in class.

Feb. 9 & March 1 (T); 6-9 PM
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 1.860.606.9722.
**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 7 – April 4 (M); 9:30AM - 12:30PM  
  CRN: 1578
- April 11 – May 9 (M); 6-9PM  
  CRN: 1579

费: $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.

**Beginning Mosaics**

Get your creative juices flowing in this beginner mosaics class! Students will design and create their own glass mosaic artwork. The 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 9 – April 6 (W); 9:30AM - 12:30PM  
  CRN: 1580
- April 13 – May 11 (W); 6-9PM  
  CRN: 1581

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

**NEW! Beginning Piano 1**

Ever wanted to play an instrument but weren’t sure you could? This introductory course may be for you! Sign up and you’ll learn the basics of reading music and playing the piano in a matter of weeks. By the end of the course, you’ll know a handful of beginning piano pieces and be ready for more.

Feb. 1 – April 11 (M); 6:30-8PM  
CRN: 1582  
Fee: $289 plus text  
Room: 206  
Instructor: Paul Garside
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.

**NEW! Beginning Piano 2**
Familiar with the piano and looking for more? This course is for those who have completed the Beginning Piano class or have some familiarity with the piano and music notation.

Feb. 10 – April 13 (W); 6:30-8:30PM  
CRN: 1583  
Fee: $299 plus text  
Room: 206  
Instructor: Paul Garside

**Combined Basic Safe Boating/ 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.

- March 8, 10, 15 (T/TH/T); 6-9PM  
  CRN: 1584
- April 12, 14, 19 (T/TH/T); 6-9PM  
  CRN: 1585
- May 3, 5, 10 (T/TH/T); 6-9PM  
  CRN: 1586

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.

- March 12  
  CRN: 1587
- April 30  
  CRN: 1588
- May 21  
  CRN: 1589

All classes meet for one Saturday  
8:30AM-4:30PM  
Fee: $89  
Location: Tunxis@Bristol  
430 North Main St, Bristol
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: Portraits of Immigration

Join film professor Bob Kagan for screenings and discussions of three award winning films that explore the timely subject of immigration.

The series will include “Frontera” (2014), a drama about illegal immigration, set along the Arizona-Mexico border, and starring Ed Harris, Michael Pena and Eva Longoria; “In America” (2002), about an Irish family seeking the American Dream in New York City’s Hell’s Kitchen; and “The Visitor” (2007), in which Richard Jenkins plays a widowed college professor who finds two illegal immigrants living in the New York City apartment he owns, but rarely visits.

March 31, April 7 & 14(TH); 6-9PM
Fee: $25 for all three sessions
Room: TBA
Instructor: Bob Kagan is co-director of the International Film Series at Manchester Community College and has led film discussions at the Wadsworth Atheneum and Real Art Ways in Hartford. He also is a professor of communication at the University of Hartford and Central Connecticut State University.
“You say you want a revolution”
The Beatles and American Culture in the 1960s

Listen to the music and learn about the ways that the Beatles and their music helped to transform American society in the 1960s. Join social historian Steve Armstrong in examining how the music recorded by the Beatles changed as the decade progressed, and how that music impacted the teenagers and others who listened to it. Explore some of the reasons Beatles music is still popular today.

April 13 & 20 (W); 6-8:30PM
Fee: $35
Room TBA

Instructor: Steve Armstrong conducts workshops on music and history at the Rock and Roll Hall of Fame in Cleveland and at the Bethel Woods Center for the Arts, located at the site of the original Woodstock Music Festival. He is the social studies consultant for the Connecticut Department of Education and history and social studies teacher at both the high school and college levels.

The Art of Landscape Painting

Join painter and educator Edith Skiba LaMonica for an in-depth look at traditional and contemporary landscape paintings. The two-part series will include the artists of the Hudson River School and Impressionism. You will be able to apply insights from class to your favorite artists of the past and present. This series is aimed at enhancing your enjoyment of museum and community art exhibits.

April 8 and 15 (F); 2PM – 4PM
Fee: $35
Location: 600 Building, Room 6-173

Instructor: Edith Skiba LaMonica is a painter, educator and featured artist at galleries throughout the Northeast. Her paintings are part of several collections including the University of Pennsylvania Hospital and UCONN Health Center.

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?

May 2(M); 1-4PM
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.
**Spring 2016**

Registration must be completed in full.

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**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 Safety Training at any time.

**Course Cancellations:**
Low enrollment may result in course cancellation. Students may accept a refund or transfer the tuition to another course during this 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 and a map of campus, visit the Tunxis website at 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).

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**For Continuing Education information and more, become a fan on Facebook: facebook.com/tunxis.**
I Did It!

“The Medical Assisting Program at Tunxis was one of the best experiences of my life. After many years of contemplating a career change, I finally took a leap of faith and entered the program. From my first phone call for information to post graduation, the support the Tunxis administrators and program educators have provided has been phenomenal. High expectations, excellent academic curriculum, and extraordinary supportive staff are the cornerstones to the program’s success and that of its graduates.”

–Carole McLaughlin, Class of July 2015
Medical Assistant, UCONN Health, Simsbury, CT

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Online Programs Include:
- Paralegal
- Certified Bookkeeper
- CompTiaA+ Certification
- Project Management
- Medical Billing and Coding
- Administrative Professional
- Physical Therapy Aide
- Search Engine Optimization
- Optician Certification Training
- Microsoft Office Certification
- Certified National Pharmaceuticals Representative

For Online Courses:
Career Training Programs, visit: CareerTraining.Ed2Go.com/Tunxis
For Six-week Online Courses, visit: Ed2Go.com/Tunxis

tunxis.edu/continuing-education – 860.773.1448
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