Prepare For Your Future at Tunxis.

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

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Registration Information

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

In Person

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

**Monday-Friday • 9AM-4:30PM**

Mail

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

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

Fax

Complete registration form (p. 30). Include required **VISA, Discover** or **MC** number & expiration date. Fax to 860.606.9732.
### Allied Health Programs and Courses

- Central Sterile Processing Technician
- Certified Nurse Aide (CNA)
- CNA Competency Exam Review
- CPR
- EKG Skills
- EMT Basic
- Medical Administrative Assistant
- Medical Assistant
- Medical Math
- Patient Care Technician (PCT) Certificate
- Pharmacy Technician
- Phlebotomy Technician Certification

### Bend in the River Series

- Boating Safety
- Bartending with SMART Certification
- Certified Babysitting
- Electrical License Renewal Training
- Healthy Living Series

### Graphic and Multimedia Design (online)

- Motorcycle Rider Education Program

### Online Learning Institute

- Personal Fitness Trainer Certification
- Photography
- Professional Development

### Real Estate

- Registration Information and Form

### Security Guard Certification

- Special Interest Courses

### Veterinary Assistant Program

- Writing/Publishing

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**Tunxis Community College • Workforce Development & Continuing Education • Fall 2014 Schedule • 2**
ALLIED HEALTH

Already in the health care industry?
See page 25 for: Self-care for the Caregiver and Health Care Providers.

Central Sterile Processing Technician  
Approved for WIA Funding/GI Bill

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

**Wednesday Option:** Sept. 10 – Dec. 17 (W); 5-9PM (No class Nov. 26) • CRN: 5244  
**Saturday Option:** Sept. 13 – Dec. 20 (S); 9AM-1PM (No class Nov. 29) • CRN: 5202  
Both Classes Meet: Jan. 7 (W); 5-8PM  
Fee: $949 plus text and nonrefundable  
$35 administrative fee  
Room: 6-172 • Instructor: Marcia Zello, CSPTM

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

Medical Assistant  
Approved for WIA Funding/GI Bill

Program starts September 15.

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

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

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

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

Program starts September 11.

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

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

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

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

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

EKG Technician

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

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

EKG & Pulse Oximetry Skills

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

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

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain allied health courses or programs. Those with previous convictions may also find it difficult to secure employment within a health care setting.
EMT Training
Call 860.314.4700 to register for all EMT classes below.

Location: Tunxis@Bristol, 430 North Main Street, Bristol
Instructor for all classes: Sharon Kenney and Staff

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

Sept. 10 – Dec. 10 (M/W); 6-10PM
Plus select Saturdays
No class Oct. 13 or Nov. 26
Fee: $695 (includes text, CPR manual, and stethoscope)

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

Aug. 21-24 (TH); Noon-4PM & (F/S/SU); 8AM – 4PM
or
Dec. 4-7 (TH); Noon-4PM & (F/S/SU); 8AM – 4PM
Fee: $275

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

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 September 11!

Certified Nurse Aide (CNA)

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

CNA Program Options
- Day and Evening Program: $900 plus text
- Saturday Clinical Option: Additional $50

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

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

CNA Competency Exam Review

This review covers geriatric resident care and the role of the CNA, and skills practice in a supervised lab. The curriculum may be for you if:
- Your CNA certification has expired and you wish to re-take the state competency exam
- You recently completed a CNA program and want to review before the state exam
- You failed the written and/or skills portion of competency exam, and wish to review
- You have successfully completed a course or courses comprising not less than 100 hours of theoretical and clinical instruction in an approved L.P.N. or R.N. education program

November 7, 14, 21 (F); 4-9PM
CRN: 5203 • Fee: $279
Room: 202
Instructor: Liz Cricco, L.P.N.

CNA One-on-One Exam Review

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

Fee: $299 plus text

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

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

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain allied health courses or programs. Those with previous convictions may also find it difficult to secure employment within a health care setting.
Phlebotomy Technician
This 160-hour program provides classroom theory and clinical lab instruction. Students who successfully complete the course are eligible for externships at UConn Health Center. Students are eligible to sit for the National Healthcareer Association certification exam (fee not included in tuition cost).

Day Program: Sept. 22 – Dec. 16 (M/T) 9AM-2PM
Evening Program: Sept. 22 – Dec. 17 (M/T/W) 5:30-8:45PM
(No class Monday, Oct. 13)
Fee $1,850 plus $35 nonrefundable administrative fee and materials.
Instructor: Patty Blatherwick, CPT

Email tx-continuing-ed@tunxis.edu 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.6) or provide proof of current CNA certification or LPN licensure.
• Phlebotomy Technician program (must be taken at Tunxis). See above
• EKG & Pulse Oximetry course (must be taken at Tunxis). See p.4

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

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

Nov. 21 (F); 9AM-Noon
CRN: 5206 • Fee: $95
Room: Founders Hall
Instructor: Lou Brockett

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

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

Course prerequisite: basic math and algebra skills. (See below for “Medical Math”)

Sept. 22 – Dec. 3 (M/W); 6-9PM
CRN: 5230 (no class Mon., Oct. 13 and Wed., Nov. 26)
Fee: $949 plus text and $35 nonrefundable administrative fee
Room: 6-173
Instructor: Sharon Masayda

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

Need a math refresher? See “Medical Math” below.

Adult/Child CPR/AED

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

Nov. 14 (F); 10AM-Noon
CRN: 5207 • Fee: $85
Room: Founders Hall
Instructor: Lou Brockett

Medical Math “Ed2Go” Online Course

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

Six weeks – Offered online monthly
(see p. 8 & 9 for more info.)
Fee: $119
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.

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

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

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

Take classes that fit your schedule.

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

Course fees start at $119.
This is a partial listing of courses offered. Check ed2go.com/tunxis for over 300 online classes.
This is a partial listing of courses offered. Check ed2go.com/tunxis for over 300 online classes.

NEW!

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

New!

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

Video Game Design and Development

Justice

Paralegal
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.

**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.

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.
Personal Fitness Trainer Certification

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

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

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

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

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

FREE!
Personal Fitness Training ONLINE Information Session
Sept. 4 or Oct. 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.

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

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

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

Approved for WIA Funding/GI Bill

Security Guard Certification

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

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

Fee: $119
Room: 6-173
Instructor: Eric Bonaiuto

Approved for WIA Funding/GI Bill

Principles and Practices of Real Estate

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

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

Fee: $475 plus text • Room: 6-173
Instructor: Staff

Approved for WIA Funding/GI Bill

Veterinary Assistant Program

(42 hours classroom/24 hours clinical)

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

Sept. 10 – Dec. 17 (W); 6-9PM
(no class Nov. 27)
CRN: 5216 • Fee: $769 plus text and navy blue scrub top
Room: 6-127 • Instructor: Tim Burns, VT
C, L, T License Required Electrical Training for 2014

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

4-hour Format!

Classes meet 8AM–noon, except as noted.

Your Choice:
Aug. 22 (F @ Manchester C.C.),
Aug. 27 (W, 5-9PM)
Sept. 6 (S)
Sept. 12 (F @ Manchester C.C.),
Sept. 13 (S)
Sept. 17 (W, 5-9PM)
Sept. 20 (S @ Manchester C.C.)
Sept 24 (W, 5-9PM)
Sept. 26 (F)
Sept. 27 (S)

Fee: $60
Location: Tunxis@Bristol
430 North Main Street, Bristol

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.606.9722.
**OSHA 10 Construction Training**

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

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

**Fee:** $120

**Location:** Tunxis@Bristol

430 North Main Street, Bristol

**Instructor:** David Stevens

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**Public Speaking Deconstructed**

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

**Topics include:**

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

**Sept. 19 (F); 9:30AM – 3PM**

**Fee:** $99

**Room:** 6-170

**Instructor:** Tatiana Machado

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**OSHA 30 Construction Outreach Training**

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

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

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

**Fee:** $299

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

**Instructor:** David Stevens

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**Social Media Marketing for Business and Beyond**

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

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

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

**Oct. 17 (F); 9AM – 1PM**

**Fee:** $85

**Room:** 6-172

**Instructor:** Tatiana Machado
**Excel – Power Tips for the Working Professional**

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

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

**Sept. 12 (F); 9AM – 3PM**  
**Fee:** $95  
**Room:** 205  
**Instructor:** Jan Gyurko

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**PowerPoint – Faster, Better, Simpler**

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

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

**Sept. 24 (W); 9AM – 1PM**  
**Fee:** $79  
**Room:** 205  
**Instructor:** Jan Gyurko

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**QuickBooks 2013 15 hours**  
(CPE *Credits Available)*

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

**Nov. 4, 11, 13, 18 & 20 (T); 6 – 9PM**  
**Fee:** $195 plus text  
**Location:** Tunxis@Bristol  
430 North Main Street, Bristol  
**Instructor:** Jan Gyurko

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**Emotional Intelligence Matters**

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

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

**Oct. 17 (F); 9AM – 3PM**  
**Fee:** $99  
**Room:** 6-173  
**Instructor:** Mark Petruzzi

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For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.606.9722.
**Influencing Without Authority**

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

**Topics include:**

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

Oct. 17 (F); 9:30 AM – 3 PM  
Fee: $99  
Room: 6-170  
Instructor: Deanne Shapiro

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**Don’t Let Gender Bias Come Between You and Your Goals**

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

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

**Nov. 7 (F); 9 AM – 1 PM**  
Fee: $99  
Room: 6-173  
Instructor: Ann Gowdey

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**Ready, Aim, Write!**

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

**Sept. 17 (W) 1 – 5 PM**  
Fee: $85  
Room: 6-172  
Instructor: Mike Jordan-Reilly

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**Take Charge of Your Reputation**

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

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

**Topics include:**

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

Oct. 24 (F); 9 AM – 1 PM  
Fee: $99  
Room: 6-173  
Instructor: Ann Gowdey
Digital Photography Basic Level Core Program

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

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

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

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

Basic Level One: Understanding Your Digital SLR Camera

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

Sept. 15 – Oct. 6 (M); 6-9PM; 4 sessions
Fee: $145
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Eric Dreeke

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

Basic Level Two:  
**Applied Creative Photography**
In Basic Level-1 you learned how to use your digital camera. Now it’s time to practice what you’ve learned in this hands-on course. The first class begins with a review of the 35mm digital camera and discussion of the indoor and outdoor locations you will be photographing. Practical field training and demonstrations of depth-of-field, aperture and speed priority settings, ISO control, lens speeds, understanding telephoto vs. wide angle lens, image composition, understanding the “quality of light” and how it affects the mood of a picture, time exposures vs. motion capture, capturing textures, surface reflections, and more will all be emphasized and explored. An entire class session will be dedicated to reviewing student images and discussing the do’s and don’ts of producing a specific photographic look or mood and finding your style. Images from professional photographers will be used as visual examples during an extensive Q and A wrap-up. Prerequisite: Basic Level-1 or permission of the instructor based on portfolio review and interview.

**Aug. 20 – Sept. 10 (T); 6-9PM**
**Oct. 7 – Oct. 28 (T); 6-9PM**
Fee: $145
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Eric Dreeke

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

Photoshop Elements for the Beginner  
**Digital Image Control Using Photoshop Elements 12**
Learn to use Photoshop Elements 11 to quickly and easily bring out the best in your photos with tips and tricks for organizing, correcting, editing, sharpening, retouching, and presenting your photos like a pro. Gain confidence in your processing skills, get creative with your edits, and create an efficient workflow so you can spend less time on the computer and more time out shooting! Prerequisite: Basic computer skills, Basic Level-1, Boot Camp, or instructor approval.

**Aug. 20 – Sept. 10 (T); 6-9PM**
**Oct. 7 – Oct. 28 (T); 6-9PM**
Fee: $145 plus text
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Lisa Cherie

Photoshop Elements 12: The Next Step  
**Digital Image Control Using Photoshop Elements 12**
Make your ordinary image into a piece of art with Photoshop Elements. Master the power of layers, along with selection tools to create custom borders for your photos and quick collages. Learn how to push a photo through text, the out-of-bounds technique, and turn a photograph into an impressionistic image that looks as if it was painted. Discover how to simulate the Orton Effect and create artistic finishes. Make your ordinary image into a piece of art. Prerequisite: “Photoshop Elements: From the Beginning” or equivalent practical experience and instructor approval. Students should bring a flash drive to class.

**Jan. 13 – Feb. 3 (T); 6-9PM**
Fee: $145
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Lisa Cherie
Digital Photography Boot Camp

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

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

Jan. 7 & 8(W&TH) 9AM-4PM;
Jan. 9(F) 9AM to Noon
Fee: $169
Location: Tunxis@Bristol
430 North Main Street, Bristol

Basic Artificial Light-1

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

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

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

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

Nov. 3 – 24 (M); 6-9PM; 4 sessions
Fee: $145
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Erik Dreeke

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.606.9722.
Flash Photography Made Easy – Intro. to Off Camera Flash Techniques

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

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

Equipment will be provided for use in class.

Prerequisite: Basic Level 1 or equivalent practical experience and instructor approval.

Sept. 9 - 30 (T); 6-9 PM; 4 sessions or Nov. 25 – Dec. 16 (T); 6-9 PM; 4 sessions
Fee: $145
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Lisa Cherie

The Art of Photographic Composition

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

Oct. 22 & 29 (W) 6-9 PM
Fee: $75
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Kristen Hines-Baker

Digital Asset Management for Photographers

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

Students need to bring flash drive of their pictures.

• Sept. 17 & 24 (W); 6-9 PM
• Dec. 3 & 10 (W); 6-9 PM
• Jan. 14 & 15 (W,TH) 6-9 PM

Fee: $75
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Kristen Hines-Baker
**Certified Pediatric Babysitting: Medic First Aid**

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

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

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**Stained Glass**

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

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

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

**Room:** 305

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

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

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

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

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

**Nov. 3 (M); 7-9PM**
**CRN: 5221**  
**Fee: $29**
**Room: 311**
**Instructor: Elaine Adams** R.N., B.S.N., M.A., is a registered nurse, certified health & wellness coach and instructor in mindfulness-based stress reduction and has taught relaxation techniques and stress management to people of all ages.

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

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

**Dec. 1 (M); 7-9PM**
**CRN: 5223**  
**Fee: $39**
**Room: 311**
**Instructor: Elaine Adams, RN, BSN, MA**

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

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

**Oct. 16-30 (TH); 7-8:30PM**
**CRN: 5224**  
**Fee: $89**
**Room: 305**
**Instructor: Marc Edwards, MD**

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

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

**Session 1: Oct. 21 (T) 6-7PM**
**Session 2: Nov. 18 (T) 6-7PM**
**Session 3: Dec. 9 (T) 6-7PM**
**CRN: 5226**  
**Fee: $79**
**Room: 305**
**Instructor: Jonathan Goodman, ND**
NEW! Introduction to Auricular (Ear) Acupuncture

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

Nov. 11 (T) 6-8PM
CRN: 5225 Fee: $49
Room: 305
Instructor: Jonathan Goodman, ND

The Hunger Game of Publishing: How to Get Published

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

Nov. 22 (S); 10AM-2PM
CRN: 5227 • Fee: $49
Room: 6-127
Instructor: David Ewen founded the Ewen Prime Company in 1994 as a publishing house and has become a consulting firm for book and music publishing and film production.

IMPORTANT: PRIOR TO TAKING A BOATING CLASS, each student must create an account online at www.ct.gov/deep.

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

Combined Basic Safe Boating/Personal Watercraft

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

- Sept. 23, 25, 30, Oct. 2 (T/TH); 6:30-9PM
  CRN: 5228
- Oct. 20, 22, 27, 29 (M/W); 6:30-9PM
  CRN: 5229

Fee: $25 nonrefundable
Room: 312
Welcome to Bend in the River at Tunxis Community College

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

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

Top 10 Musical Masterpieces

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

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

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

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

**Sept. 10, 17, 24 (W); 6-8:30PM**
**Room:** TBA
**Fee:** $99 or $35 for each session
**Instructor:** Jeff Martin is a professional musician and educator who has taught music in a variety of classrooms, college lecture halls, and on behalf of a professional orchestra. As a singer, Martin has performed opera and musical theater, as well as with small chamber ensembles and large symphonic choruses.
Learning to Love Great Opera

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

Session 1: Opera Italiana—Handel’s “Giulio Cesare,” Mozart’s “Le Nozze di Figaro,” Verdi’s “Aida,” and Puccini’s “la Bohème”


Session 3: English Opera—Purcell’s “Dido & Aeneas,” Britten’s “Peter Grimes,” Floyd’s “Susannah,” and Gershwin’s “Porgy & Bess”

Oct. 8, 15, 22 (W); 6-8:30PM
Room: TBA
Fee: $99 or $35 per session
Instructor: Jeff Martin is a professional musician and educator who has taught music in a variety of classrooms, college lecture halls, and on behalf of a professional orchestra. As a singer, Martin has performed opera and musical theater, as well as with small chamber ensembles and large symphonic choruses.

Academy Award Winners: Best Foreign Films

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

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

Oct. 9, 16, 23 (TH); 6:30PM-9:30PM
Room 6-170
Fee: $25 for all three sessions or $10 per session
Instructor: Bob Kagan is a professor of communication at Manchester Community College and Central Connecticut State University. He is the director of the International Film Series at Manchester Community College and also leads film discussions at The Wadsworth Atheneum and Real Art Ways in Hartford.
Writing Your Memoir with Bessy Reyna

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

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

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

Sept. 27 (S); 9:30AM–2:30PM (Please bring your lunch.)
Room: 6-173
Fee: $95
Instructor: Bessy Reyna's work has appeared in literary magazines and anthologies in the United States and throughout Latin America. She has led memoir writing workshops at the Mark Twain House, the Hill-Stead Museum, and many other venues. Her bilingual poetry collection “Memoirs of the Unfaithful Lover” was published by tunAstral press, Mexico.

LinkedIn: The Basics

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

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

Oct. 7 (T); 5–7PM
Room: 205
Fee: $25
Instructor: Carol Mon has trained hundreds of people on how to use social media for business and fun. She is also the author of “A Guide to Networking for Introverts, From Icebreaking to Deal Making.”

LinkedIn: Beyond the Basics

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

Oct. 21 (T); 5–7PM
Room: 205 Fee: $25
Instructor: Carol Mon
Rebooting Your Career and Life

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

**Sept. 19 (F); 9AM to 3PM**  
Room: 6-173  
Fee: $99  
**Instructor:** Eleta Jones, Ph.D., LPC, brings more than 30 years of experience as a career coach and counselor to her work with people in the nonprofit and government sectors. A private coach and counselor, Jones also teaches career management at the University of Connecticut’s Hartford MBA program and career counseling at the University of Saint Joseph. In 2006, Eleta was awarded the “Distinguished Professional Award” by the Connecticut Counseling Association.

Learning to Live  
**The Four Agreements**

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

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

**Nov. 1 (S); 9AM to 2:30PM**  
Room: 6-177  
Fee: $85  
**Instructor:** Lisa Crofton, a student of Don Miguel Ruiz, is also a teacher, coach and Reiki master with more than 25 years of instructional/facilitation experience. She is a published columnist, inspirational writer and motivational speaker.

An Invitation to Mindfulness

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

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

**Nov. 15 (S) 9AM – 2:30PM**  
(Please bring your lunch.)  
Room 6-127  
Fee: $95  
**Instructor:** Sharon Gutterman, Ph.D., teaches mindfulness practices to people from all walks of life in the United States and internationally. She trained in the highly successful Mindfulness-Based Stress Reduction program developed and taught by Jon Kabat-Zinn and Saki Santorelli.
**GENERAL INFORMATION**

**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 that semester. In the event of inclement weather, please check the Weather Line at 860.255.4250 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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**NON-CREDIT REGISTRATION FORM**

- (**First**)
- (**Last**)
- (**Middle**)
- **Address:**
- **City or Town:**
- **State:**
- **Zip Code:**
- **Phone Numbers:**
- **Home:**
- **Work:**
- **Ethnic (optional):**
  - White
  - Black
  - Hispanic/Latino
  - Asian
  - Native Hawaiian/Pacific Islander
  - American Indian/Alaskan Native
  - Other
  - Other (if applicable):
- **Social Security #:**
- **Birth Date:**
- **Email Address:**
- **Student ID #:**
- **Gender:**
  - Male
  - Female
- **Ethnic (optional):**
- **E-Mail Address:**
- **Social Security #:**
- **Birth Date:**
- **Email Address:**
- **Student ID #:**
- **Gender:**
  - Male
  - Female
- **Ethnic (optional):**
- **E-Mail Address:**
- **Social Security #:**
- **Birth Date:**
- **Email Address:**
- **Student ID #:**
- **Gender:**
  - Male
  - Female
- **Ethnic (optional):**
- **E-Mail Address:**
- **Social Security #:**
- **Birth Date:**
- **Email Address:**
- **Student ID #:**
- **Gender:**
  - Male
  - Female
- **Ethnic (optional):**
- **E-Mail Address:**
- **Social Security #:**
- **Birth Date:**
- **Email Address:**
- **Student ID #:**
- **Gender:**
  - Male
  - Female
- **Ethnic (optional):**
- **E-Mail Address:**
- **Social Security #:**
- **Birth Date:**
- **Email Address:**
- **Student ID #:**
- **Gender:**
  - Male
  - Female
- **Ethnic (optional):**
- **E-Mail Address:**
- **Social Security #:**
- **Birth Date:**
- **Email Address:**
- **Student ID #:**
- **Gender:**
  - Male
  - Female
- **Ethnic (optional):**
- **E-Mail Address:**
- **Social Security #:**
- **Birth Date:**

**Registration must be completed in full.**

**For Continuing Education information and more, become a fan on Facebook: facebook.com/tunxis.**
MEDICAL ASSISTANT PROGRAM

Classes run every spring and fall.
• 10-month program
• Hands-on labs and clinical externships
• Approved by the American Medical Technologists (AMT)

Free Information Sessions Available! See Inside for Details.

Call 860.255.3684