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. 22) 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. 22) & 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. 22). Include required VISA, Discover or MC number & expiration date. Fax to 860.255.3675.
ACCESSIBILITY AND EQUAL OPPORTUNITY

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

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

Phone: 860.255.3666
Fax: 860.255.3675
Email: tx-continuing-ed@tunxis.edu
Online: tunxis.edu
Medical Assistant

Classes run every spring and fall.

- 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 SESSIONS
Available Monthly!

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

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.

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 and the CT Department of Public Health.

May 28 – Aug. 20 (M/W); 6-10PM
Plus select Saturdays
Fee: $695 (includes text, CPR manual, and stethoscope)

Accelerated EMT Basic

Same quality program as our EMT Basic class but this program is offered during the day.
June 27 – Aug. 29 (M/W/F); 9AM-3PM
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.

June 5–8 (TH); Noon-4PM & (F/S/SU); 8AM – 4PM
or
Aug. 21-24 (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 May 29!

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

CNA Program Options
- Day and Evening Program: $900 plus text
- Saturday Clinical Option: Additional $50
  All program options have a $35 nonrefundable admin. fee.

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

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

July 11, 18, 25 (F): 4-9PM
CRN: 2991 • 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).

- June 9 – Aug. 13 (M/T/W); 9AM-2PM
- Fee $1,800 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.

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.

June 5 – July 10 (TH); 5:30-8:30PM
5 sessions – 1.5 CEUs (No class July 3)
CRN: 2992 • Fee: $279 plus text
Room: 310
Instructor: Mark Rouleau, R.N.

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

- Certified Nurse Aide program (see p. 5) or provide proof of current CNA certification or LPN licensure.
- Phlebotomy Technician program (must be taken at Tunxis). See p. 6
- EKG & Pulse Oximetry course (must be taken at Tunxis). See p. 6

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.

Aug. 15 (F); 9AM-Noon
CRN: 2993 • Fee: $95
Room: Founders Hall
Instructor: Lou Brockett
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”)

June 9 – Aug. 13 (M/W); 6-9PM
20 sessions CRN: 2995
Fee: $949 plus text and $35 nonrefundable administrative fee
Room: 6-173
Instructor: Staff

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

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

Medical Math “Ed2Go” Online Course

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

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

Adult/Child CPR/AED

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

July 25 (F); 10AM-Noon
CRN: 2994 • Fee: $85
Room: Founders Hall
Instructor: Lou Brockett
Now you can learn anywhere!

Classes begin monthly with start dates of June 18, July 16, and August 20.

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.

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.
This is a partial listing of courses offered. Check ed2go.com/tunxis for over 300 online classes.

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

Languages
- Spanish
- French
- Italian
- Japanese

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

Graphic & Multi-Media Design
- Adobe Illustrator
- Creating Web Pages
- Dreamweaver
- Flash CS5 and CS6
- Intro to PHP and MySQL
- Photoshop CS5, CS6 and Elements
- Visual Basic

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

Business & Management
- Accounting Fundamentals
- Administrative Assistant Fundamentals
- Business and Marketing Writing
- Grant Writing and Proposals
- Marketing Your Business
- Payroll in QuickBooks

Project Management Fundamentals
- QuickBooks 2012 and 2013
- Supervision & Management

Law & Legal Careers
- Business Law
- Legal Nurse Consulting
- Real Estate Law (not for state licensing)

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

Languages

Personal Finance

Learn Any Time, Anywhere!

Writing, Publishing and Editing

CEUs Available!

Spanish for Law Enforcement
Workers’ Compensation

Test Prep
- GED
- GMAT
- GRE
- LSAT
- PRAXIS I
This is a partial listing of courses offered. Check ed2go.com/tunxis for over 300 online classes.

NEW!

**Career Training Program Courses Online**

**Coming Fall 2014**

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
Legal Secretary
Microsoft Office Specialist (MOS) Certification
Paralegal
Physical Therapy Aide
Professional Bookkeeping with QuickBooks
Project Management
Retail Customer Service Skills Training
Solar Power Professional
Video Game Design and Development
Webmaster

**New! Courses**

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.

Classes run April through October. Contact us to receive your 2014 Motorcycle Rider schedule of dates/times and registration information, or visit tunxis.edu/motorcycle.

For more information, call 860.255.3671 or 3681 or visit tunxis.edu/motorcycle

**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.
**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.

**July 12 – Aug. 16 (S); 9AM-4PM**  
CRN: 2996 • 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).

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**FREE!**

**Personal Fitness Training ONLINE Information Session**  
June 5 or July 8

Please email tx-continuing-ed@tunxis.edu to receive the meeting link.

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**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.

- June 21 & 28 (S); 9AM-5PM • CRN: 2997  
- July 19 & 26 (S); 9AM-5PM • CRN: 2998

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.

- June 21 (S); 8:30AM-5PM
  CRN: 2999

- July 19 (S); 8:30AM-5PM
  CRN: 3000

- Aug. 23 (S); 8:30AM-5PM
  CRN: 3001

Fee: $119
Room: 6-127
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.

- June 9 – Aug. 27 (M/W); 9:30AM-12:30PM
  CRN: 3002

- June 10 – Aug. 28 (T/TH); 6-9 PM
  CRN: 3003

No class June 29 – July 5
Fee: $475 plus text
Room: 6-173 • Instructor: Staff

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

June 14 (S @Manchester C.C.),
June 27 (F)
July 25 (F)
August 8 (F)
August 22 (F @Manchester C.C.),
August 27 (W 5-9 PM)
Sept. 6 (S)
Sept. 12 (F @Manchester C.C.),
Sept. 13 (S)
Sept. 17 (W)
Sept. 20 (S @Manchester C.C.)
Sept 24 (W 5-9 PM)
Sept. 26 (F)
Sept. 27 (S)

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

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.
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.

May 30 & 31; (F) 4:30-9 PM & (S) 8AM-3PM or July 18 & 19; (F) 4:30-9 PM & (S) 8AM-3PM
Fee: $120
Location: 430 N. Main St., 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.

June 19, 20, 26 & 27 (TH, F); 8AM-4PM or Aug. 14, 15, 21 & 22 (TH, F); 8AM-4PM
Fee: $299
Location: 430 N. Main St., Bristol
Instructor: David Stevens

Résumé Writing – A Free Service Available through Continuing Education!

In today’s job market, it is important to have an effective résumé. Tunxis professionals can help transform your résumé into a powerful tool that can help get you interviews. Up to three different résumé formats will be provided with a sample cover letter. We can make the most of your work experience and know what to reveal in a résumé, and what to keep to yourself. Use references to your advantage. Please allow at least one week for processing. Include contact information (phone and email address) when submitting.

Drop off a copy of your résumé to the Continuing Education Office, fax to: 860.255.3675, or email to: skapros@tunxis.edu

Interested in learning how résumés are written? Tunxis offers an online six week “Résumé Writing Workshop” through our Ed2Go.com/Tunxis website for $119 (see pg. 10).

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.
PHOTOGRAPHY COURSES

Digital Photography Basic Level Core Program

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

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

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

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

Basic Level-1: 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.

June 2, 9, 16, and 23 (M); 6-9PM – 4 sessions
Fee: $145
Location: 430 N. Main St., Bristol
Instructor: Eric Dreeke

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.
PHOTOGRAPHY COURSES

Basic Level-2:
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.

June 21, 28, July 12, 19 (S); 10AM-1PM – 4 sessions
(No class July 5)
Fee: $145
Location: 430 N. Main St., Bristol (for first class only)
Instructor: Eric Dreeke

New! Photoshop Elements
for the Beginner
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!

Aug. 20, 27, Sept. 10, 17 (W); 5-9PM
Fee: $145 plus text
Location: 430 North Main Street, Bristol
Instructor: Lisa Cherie

For more information or to register call 860.314.4700,
email tx-bcc@tunxis.edu,
or fax 860.255.3680.
### Build Your Own Vehicle, Hover Craft and Egg Drop Car
Have you ever wanted to design and build things you create, not just a model you purchase? You can build three different vehicles and take them home. We have a variety of materials. Your imagination is the limit on how creative your vehicle can be! Design an air-powered Hover Craft and make it defy gravity. Once it’s up and moving, you can control its direction by using your own creativity. We will also build an Egg Drop Car that can protect the delicate raw egg inside the vehicle, even when dropped from a high height! The laws of motion, energy, air pressure, friction, lift, speed, and elevation will be explored.

**July 7 – 11 (M-F); 9AM-12PM**  
**CRN: 3047 • Fee: $149**  
**Room: 305**

### Can You Dig It? Dinosaur Fossil Hunt
Each child will partake in a simulated fossil excavation, uncovering the different bones. Then, we will assemble the bones to create a three-dimensional dinosaur to be taken home. We will make a plaster fossil replica of an ammonite, Tyrannosaurus Rex tooth, or choose from one of the many other molds. We will identify 20-million-year-old shark’s teeth, cave bear teeth, and dinosaur eggs! Learn the names of different rocks and minerals and even hold our giant pumice rock from Mt. St. Helens! The excavation tools, labels, and specimen bags will be included.

**July 14 – 18 (M-F); 9AM-12PM**  
**CRN: 3049 • Fee: $149**  
**Room: 305**

### Make It and Take It Home: Science Projects that are Fun
This hands-on, fun, and exciting workshop is designed to show how thrilling science is! Students will make and take home a wide assortment of toys designed to teach science concepts. Grow and take home a crystal tree. Make an energy bead bracelet and watch as those amazing beads transform from white to rainbow colors before your eyes! Build a working electric motor. Make your own Sharpie t-shirt (student supplies 100% cotton shirt). Make your own bubbling blobs, Silly Putty, glowing goo, Flubber and more! We will also make our own ice cream – the Scien-Sational way!

**July 7 – 11 (M-F); 12:45-3:45PM**  
**CRN: 3048 • Fee: $149**  
**Room: 305**

### Harry Potter: Join Our Magical Mystery Tour
All aboard for lots of hands-on fun! Join in the escapades of Harry and his friends. Play Quidditch. Make an edible wand and some cool crystals. Experiment with colored magic sand and see a mysterious glowing ball. We will brew some fantastic potions to drink. Let’s create and watch some amazing chemical reactions. Watch a mirage appear. You won’t believe it! Wonder where the sorting hat will place you? Come join us where the magic of science, art, and literature meet!

**July 14 – 18 (M-F); 12:45-3:45PM**  
**CRN: 3050 • Fee: $149**  
**Room: 305**

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**Scien-Sational Workshops for Kids (Ages 6-11)!**

Kids can attend one or all four workshops! Students who sign up for both workshops the same week should bring a lunch. Our certified teachers will supervise the lunch break before the fun starts again at 12:45!
Children’s Summer Theater Camp (Ages 6-10)

This acting class will explore the use of makeup, imagination, and creativity. Bring out individual expression through pantomime, theater games, improvisation, props, and character development. A play performance will be held at the end of each session.

**Kids can sign up for one or both sessions.**

**Production: “The Wizard of Oz”**
July 8 – 22 (T/TH); 9-11:30AM
CRN: 3051
Fee: $85 plus $5 materials payable to the instructor the first class
Room: 6-173
Instructor: Linda Cassarino
Play Performance: July 24 (TH)

**Production: “Peter Pan’s Magical Neverland”**
July 29 – Aug. 12 (T/TH); 9-11:30AM
CRN: 3052
Fee: $85 plus $5 materials payable to the instructor the first class
Room: 6-173
Instructor: Linda Cassarino
Play Performance: Aug. 14 (TH)

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.

- July 12 (S); 9AM-3:30PM
  CRN 3004
- Aug. 16 (S); 9AM-3:30PM
  CRN 3005

Fee: $95
Room: 6-127
Instructor: Lou Brockett
Stained Glass

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

- June 16 – July 14 (M); 6-9PM
  CRN: 3007
- July 28 – Aug. 25 (M); 6-9PM
  CRN: 3008

Fee: $199 (includes materials)
Room: 305
Instructor: Sarah Segovia, B.F.A., has been working with stained glass and many other artistic mediums since 1994.

NEW! Coming Fall 2014:
Beer and Wine Home Brewing

Brewing your own beer can make you the most popular guy in your neighborhood. This class is designed for beginners and beer and wine enthusiasts. Our professionals will walk students through flavor theory before getting into the brewing and fermenting process. This may seem like a daunting class, but for nearly 40 years, our instructors have been making their own beer and wine. Our classes cover chemistry, ingredients, brewing techniques, and how they all affect the final product. Cost will include materials and product to take home. Students must be 21 or older to attend class and participate. (Photo I.D. required)

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.

Aug. 23 (S); 10AM-2PM
CRN: 3006 • Fee: $49
Room: 6-173
Instructor: David Ewen founded the Ewen Prime Company in 1994 as a publishing house and has become a consulting firm for book and music publishing and film production.
SPECIAL INTEREST COURSES

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.

• June 2, 4, 9, 11 (M/W); 6:30-9PM CRN: 3009
• July 21, 23, 28, 30 (M/W); 6:30-9PM CRN: 3010
• Aug. 11, 13, 18, 20 (M/W); 6:30-9PM CRN: 3011

Fee: $25 nonrefundable
Room: 312

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

All classes meet for one Saturday.
8:30AM-4:30PM
Fee: $89 • Room: 6-180

• June 14 CRN: 3012
• July 12 CRN: 3013
• Aug. 9 CRN: 3014

New! One Day Coastal Navigation
Keep your investment “off the rocks” with a course in coastal navigation. Sharpen your boating skills and have the confidence to venture to new places off shore. This course is designed for those 12 years and older. Classes are small to ensure students develop hands-on charting and plotting skills using nautical charts, tools and publications. Topics include: longitude and latitude; position fix, dead-reckoning; GPS and radar basics; compass deviation and variation, using plotting tools; marine time conversions; speed, distance and time calculations and cruise planning. Upon completion of the class, students will receive the DEEP Connecticut Coastal Boaters Endorsement sticker for their operating certificate.

Students need to bring a calculator to class. Prerequisite: basic safe boating course or instructor permission prior to the start of the course.

Aug. 16 (S); 8:30AM-4:30PM
CRN: 3015 • Fee: $89
Room: 6-180

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.

21 • Workforce Development & Continuing Education information 860.255.3666 • Fax 860.255.3675 • tunxis.edu
New! Coming Fall 2014
Juggle to Success

We are capable of anything. Time and time again, when we think we've exhausted the human capacity for growth and achievement, something comes along and reminds us we are truly unlimited. That’s about us as a species, and about us as individuals.

There is nothing you are not capable of doing. What stops us is our self-limiting beliefs, our willingness to take risks, our habits, and the responsibility that comes with growing into our own success.

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

Presented by Larry Hochman
For more information, please email tx-continuing-ed@tunxis.edu

Mobile Devices Made Simple

If you need some help figuring out your iPad, iPhone or other mobile device, this class is for you. Find out how these mobile devices work, and what they can do. We will review and customize settings, learn to enter and edit text, get familiar with apps and how they can actually be helpful as well as fun, entertaining and interactive. We also will explore some more serious functionality and apps for work or productivity at home.

Please bring your mobile device to class!

June 5 (Th); 9AM–1PM
Location: 6-173
Fee: $85

In the Clouds

Have you been hearing terms like Google Drive, Dropbox, iCloud, Skydrive and don’t know what they are? Are you tired of feeling out of the loop even though you may have been computing for years? We'll review several different clouds in plain English and explore the possibilities. We’ll also look at how to create documents and spreadsheets, keep a calendar or notes online and not even have to buy any new software for your computer. This class is guaranteed to be a fun, informative and confidence-building class on cloud computing.

August 7 (TH); 9 AM–1 PM
Location: TBA
Fee: $85
**NON-CREDIT REGISTRATION FORM**

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

Social Security #

Birth Date: ____________________________

Student ID # FOR OFFICE USE ONLY

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

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

E-Mail Address: ________________________

Male ☐ Female ☐

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

Phone Numbers: (include area code)

HOME ☐ WORK ☐

CRN COURSE TITLE START DATE COST DAY(S)-CIRCLE TIME ROOM

SU M TU W TH F S

TOTAL COST

Are you a U.S. citizen? ☐ YES ☐ NO

Expiration Date: ________________________

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 may generally be granted 24 weeks prior to the start of your class. 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. A student 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 860.255.420 or our website tunxis.edu.

Tunxis Community College

Registration must be completed in full.
Classes run every spring and fall.
• 10-month program
• Hands-on labs and clinical externships
• Approved by the American Medical Technologists (AMT)
• Administrative Medical Assistant Program Now Available!

Free Information Sessions Available!
See Inside for Details.

Call 860.255.3684