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-Wednesday • 9AM-4:30PM;
Thursday • 9AM-7PM; 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 860.606.9732.
Allied Health Programs and Courses ........................................... 3
• Certified Nurse Aide (CNA)
• CNA Competency Exam Review
• CPR
• EKG Skills
• EMT Basic
• Medical Administrative Assistant
• Medical Assistant
• Medical Math
• Patient Care Technician (PCT) Certificate
• Pharmacy Technician
• Phlebotomy Technician Certification

Boating Safety ............................................................................... 21
Bartending with SMART Certification ....................................... 13
Electrical License Renewal Training ........................................... 16
Graphic and Multi-media Design (online) ............................... 15
Motorcycle Rider Education Program ...................................... 12
Online Learning Institute ............................................................ 9
OSHA Training ............................................................................. 16
Personal Fitness Trainer Certification ..................................... 13
Photography .................................................................................. 17
Professional Development ......................................................... 13
Real Estate ..................................................................................... 14
Registration Information and Form ......................................... 22
Security Guard Certification ....................................................... 14
Special Interest Courses .............................................................. 19

NEW! Get your GED FREE!
Free classes are offered during three terms beginning in August, November, and February, with a summer session in July. Registration closes two weeks after the term begins.

For a complete course schedule or to register, contact Literacy Volunteers of Greater Hartford at 860.233.3853.
Students who have successfully completed the Medical Assistant, Medical Administrative Assistant, Patient Care Technician, Phlebotomy Technician, Pharmacy Technician, CNA, and/or EKG and Pulse Oximetry Skills Programs are eligible to receive college credit through the Connecticut Credit Assessment Program administered by Charter Oak State College.

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

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

Medical Assistant

Program starts in September.

• 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 an application packet.


Medical Administrative Assistant Program

Program starts in September.

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 Community College • Workforce Development & Continuing Education • Summer 2016 Schedule

ALLIED HEALTH

EMT Training
Call 860.314.4700 to register for all EMT classes below.

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

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

May 25 – Aug. 17 (M/W); 6-10PM
Plus select Saturdays
Fee: $750 (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 24 – Aug. 19 (M/W/F); 9AM-3PM
Fee: $750 (includes text, CPR manual, and stethoscope)

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

June 9 - 12 (TH); 12Noon-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.

Long-term EMT training is intensive in nature and will require a commitment of time and energy on your part. It is your responsibility to make time in your life to successfully complete the course and pass all certification requirements.

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

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain allied health courses or programs. Those with previous convictions may also find it difficult to secure employment within a health care setting.
Classes Begin June 2

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

CNA Program Options
- Day and Evening Program: $925 plus text
- Saturday Clinical Option: Additional $50
  All program options have a $35 nonrefundable admin. fee.

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

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

Aug. 3, 10, 17 (W); 9 AM - 2 PM
CRN: 2237 • Fee: $279
Room: 202
Instructor: Liz Cricco, L.P.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.

Tunxis Continuing Education offers a number of Workforce Innovation and Opportunity Act (WIOA) 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.
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, and may sit for the National Healthcareer Association certification exam (fee not included in tuition cost).

June 6 – Aug. 8 (M/T/W) 9AM-2PM  
(No class July 4)  
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.

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 2-30 (TH); 5:30-8:30PM  
5 sessions – 1.5 CEUs  
CRN: 2163 • Fee: $279 plus text  
Room: 310  
Instructor: Mark Rouleau, R.N.

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, and may sit for the National Healthcareer Association certification exam (fee not included in tuition cost).

June 6 – Aug. 8 (M/T/W) 9AM-2PM  
(No class July 4)  
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. 5) or provide proof of current CNA certification or LPN licensure  
• Phlebotomy Technician program (must be taken at Tunxis). See above  
• EKG & Pulse Oximetry course (must be taken at Tunxis). See p.4  
• CPR BLS for Health Care Professionals (must be taken at Tunxis). See below

Estimated total PCT program cost is $3,200 plus materials.

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

Aug. 12 (F); 9AM-12Noon  
CRN: 2164 • Fee: $95  
Room: Founders Hall

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

Note: this program requires a minimum attendance of 85%

June 6 – Aug. 15 (M/W); 6-9PM
20 sessions CRN:  2995
Fee: $1,034 plus text and $35 nonrefundable administrative fee
Instructors: CT Pharmacy Association

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

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

Medical Math “Ed2Go” Online Course

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

Six weeks – Offered online monthly (see p. 10 for more info.).
Fee: $119

NEW! Take Pharmacy Technician Online (includes optional externship at CVS)! See page 11 for our online Career Training Programs. Start anytime!

Physical Therapy Aide ONLINE

Are you seeking a career in the fast-growing, high-demand field of health care? In this program, you can gain the skills and information you need to get a job as a physical therapy aide.

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

You will receive tips for finding a job in the health care field. **You do not need any special certification to become a physical therapy aide**, so by the time you complete this program, you will be fully prepared to jump into your new career!

This 150-hour program has open enrollment so you can start anytime! See page 11 for a complete list of our online Career Training Programs and enrollment information.

Fee: $1,795 includes text
NEW!
Medical Billing and Coding - ONLINE

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

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

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

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

This 240-hour program has open enrollment so you can start anytime! See page 11 for a complete list of our online Career Training Programs and enrollment information.

Fee: $1,795 includes text

NEW!
Certified National Pharmaceutical Representative - ONLINE

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

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

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

This 90-hour program has open enrollment so you can start anytime! See page 11 for a complete list of our online Career Training Programs and enrollment information.

Fee: $1,795 includes text

NEW!
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 29 (F); 10AM-Noon
CRN: 2165 • Fee: $85
Room: Founders Hall

NEW!
Heartsaver CPR /AED First Aid Course

A 5-hour course designed for the general public or lay rescuers whose job requires a first aid course completion card. The course provides the skills to effectively assess and maintain life from the critical minutes following an emergency until the arrival of emergency service personnel. The basic first aid course consists of general principles, medical emergencies, and injury emergencies. Also includes CPR and AED, and environmental emergencies.

Aug. 19 (F); 9AM-2PM
CRN: 2238 • Fee: $90
Now you can learn anywhere!

Classes begin monthly with start dates of June 15, July 13, and Aug. 17.

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, 8 and 10
- 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, CC 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


**Law & Legal Careers**
- Business Law
- Legal Nurse Consulting
- Real Estate Law (not for state licensing)
- Spanish for Law Enforcement
- Workers’ Compensation

**New!**
- Creating Mobile Apps
- Intro to Networking
- Intro to PC Security
- Introduction to Programming
- Java Programming
- Mac, iPhone, and iPad Programming
- Oracle
- SQL

**Languages**

**Learn Any Time, Anywhere!**

**Personal Finance**

**Writing, Publishing and Editing**

**CEUs Available!**

**Test Prep**
- GED
- GMAT
- GRE
- LSAT
- PRAXIS I

Classes begin monthly with start dates of June 15, July 13, and Aug. 17.
This is a partial listing of courses offered. Check careertraining.ed2go.com/tunxis for over 150 online classes.

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

**Career Training Programs**
- Administrative Medical Specialist with Medical Billing and Coding and Terminology
- Administrative Professional with Microsoft Office Specialist 2010
- 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
- Human Resources Professional
- HVACR 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

**Other Courses of Interest:**
- Creating Mobile Apps
- Interior Design
- Intro to Guitar
- Mastering Your Digital SLR Camera
- Scrapbooking
- Start Your Own Edible Garden
- World Literature and Composition
- Video Game Design and Development
- Paralegal
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.

**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 and be physically able to operate a motorcycle. Motorcycles will be provided. Scooters available upon request.

Fee: $220 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.

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

**ride4ever.org**
Visit ride4ever.org to prepare for your course (download course manual and study questions in advance), access safety information, and learn all the latest news. Also, watch the Basic Rider Course five-minute video, a summary of the training program.
The SMART Program provides servers and those in the liquor industry with the training they need to avoid liquor violations.

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 11 & 18 (S); 9AM-5PM • CRN: 2167
- July 16 & 23 (S); 9AM-5PM • CRN: 2168

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.

FREE!

Personal Fitness Training ONLINE Information Session

April 6, May 4, June 1 and July 6

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

Approved for WIOA Funding

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 7 – Aug. 13 (TH) 6:30-9:30pm/(S) Noon - 3pm
CRN: 2166 • Fee: $649 plus text;
$26.58 lab fee (includes applicable tax) is payable to Big Sky Fitness
Room: 312 and Big Sky Fitness*

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

* Big Sky Fitness is located at 1855 West Main Street, New Britain.

Prerequisite for taking the Personal Fitness Trainer Certification Exam is Adult/Child CPR/AED course (see page 8).
PROFESSIONAL DEVELOPMENT

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

- June 15 (W); 8:30AM-5PM
  CRN: 2169
- July 19 (T); 8:30AM-5PM
  CRN: 2170
- Aug. 18 (TH); 8:30AM-5PM
  CRN: 2171

Fee: $119  Room: 313
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 6 – Aug. 8 (M/W); 9AM-1PM
  CRN: 2172
  Room: 6-173
  Instructor: Laura McConville
- June 7 – Aug. 9 (TU/TH); 5:30PM-9:30PM
  CRN: 2173
  Room: 6-173
  Instructor: Jamie Bell

Fee: $475 plus text
(No Classes July 4-8)

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

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

This 300-hour program has open enrollment so you can start anytime! See page 11 for a complete list of our online Career Training Programs and enrollment information.

Fee: $1,995 includes text
NEW! CompTIA™ A+ Certification Training - ONLINE

CompTIA™ is the Computing Technology Industry Association, and CompTIA™ A+ certification program is the industry standard for validating the skills expected of entry-level computer technicians.

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

This 230-hour program has open enrollment so you can start anytime! See page 11 for a complete list of our online Career Training Programs and enrollment information.

Fee: $1,995 includes text

NEW! Video Game Design and Development - ONLINE

With this comprehensive training program, you’ll master skills that open doors to the growing video game industry.

Using an analytical approach to game engine architectures, this program offers you the opportunity to learn how to effectively implement game ideas. The curriculum is divided into eight modules covering five major areas of study: programming languages, mathematics skills, 3D graphics pipeline programming, real-time game engine architectures, and artificial intelligence algorithms.

This 500-hour program has open enrollment so you can start anytime! See page 11 for a complete list of our online Career Training Programs and enrollment information.

Fee: $1,995 includes text

NEW! Excel – Power Tips for the Working Professional

This workshop on Excel will give you “basics” you never knew existed plus tools, tips and tricks to get things done faster than ever. It’s a perfect class for the self-taught Excel user.

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

June 7 (T); 9AM – 3PM
Fee: $95
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Gayle Pignone has been teaching computer applications for the past 20 years in the corporate, non-profit and higher education sectors. Her clients include IBM, Nortel, and United Technologies Corporation. She has designed websites, created databases and managed training and research projects.

Fee: $1,995 includes text

Excel – Power Tips for the Working Professional

Create and enhance your presentations by using PowerPoint. This workshop will show you how to quickly and painlessly develop engaging, attractive and professional presentations. Windows skills are required.

Topics include:
- Creating a professional look
- Getting and keeping audience attention
- Avoiding “death by PowerPoint”
- Making the right impression
- Conveying the right information

June 14 (T); 9AM – 3PM
Fee: $95
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Gayle Pignone has been teaching computer applications for the past 20 years in the corporate, non-profit and higher education sectors. Her clients include IBM, Nortel, and United Technologies Corporation. She has designed websites, created databases and managed training and research projects.

PowerPoint 2013

Create and enhance your presentations by using PowerPoint. This workshop will show you how to quickly and painlessly develop engaging, attractive and professional presentations. Windows skills are required.

Topics include:
- Creating a professional look
- Getting and keeping audience attention
- Avoiding “death by PowerPoint”
- Making the right impression
- Conveying the right information

June 14 (T); 9AM – 3PM
Fee: $95
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Gayle Pignone has been teaching computer applications for the past 20 years in the corporate, non-profit and higher education sectors. Her clients include IBM, Nortel, and United Technologies Corporation. She has designed websites, created databases and managed training and research projects.

PowerPoint 2013

Create and enhance your presentations by using PowerPoint. This workshop will show you how to quickly and painlessly develop engaging, attractive and professional presentations. Windows skills are required.

Topics include:
- Creating a professional look
- Getting and keeping audience attention
- Avoiding “death by PowerPoint”
- Making the right impression
- Conveying the right information

June 14 (T); 9AM – 3PM
Fee: $95
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Gayle Pignone has been teaching computer applications for the past 20 years in the corporate, non-profit and higher education sectors. Her clients include IBM, Nortel, and United Technologies Corporation. She has designed websites, created databases and managed training and research projects.
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 2014” (National Electrical Code) book.

4-hour Format!

Classes meet 8AM–noon, except as noted.

Your Choice:
June 10 (F)
June 22 (W) 5-9PM
July 15 (F) @ Manchester Community College
July 30 (S)
Aug. 12 (F) @ Manchester Community College
Aug. 17 (W) 5-9PM
Aug. 26 (F) @ Manchester Community College
Aug. 27 (S)
Aug. 31 (W) 5-9PM

Fee: $64
Location: Tunxis@Bristol 430 North Main Street, Bristol, except as noted.

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.

June 3 & 4; (F) 4:30-8:30PM & (S) 7:30AM-2:30PM
or
Aug. 19 & 20; (F) 4:30-8:30PM & (S) 7:30AM-2:30PM

Fee: $125
Location: Tunxis@Bristol 430 North Main Street, Bristol
Instructor: David Stevens

Writing for Results

Strong writing saves time, money and frustration, and helps you become a much better communicator. This course will show you how to make your point, develop your message and get results. You also will learn how to improve common documents like emails, memos, business letters, web content, and announcements. This one-day workshop includes writing and editing exercises, quick grammar review and discussion on up-to-the-moment communication processes and practices.

June 10 (F); 9AM – 4PM
Fee: $95
Location: Tunxis@Bristol, 430 North Main Street, Bristol
Instructor: Kirstin Ahearn has more than 25 years of experience working in communication, marketing and public relations for major brands, small businesses, universities and other organizations. She has lectured at Quinnipiac University and led professional development workshops for the Bristol Chamber of Commerce and other business groups.

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
PHOTOGRAPHY COURSES

Digital Photography

Call 860.314.4700 to register for all Photography classes below.

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

The Digital Photography program consists of the following suggested courses: (Please ask an instructor about the sequence of classes that will meet your individual needs. Some classes can be taken concurrently or as an elective):

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

NOTE: Additional workshops may be offered throughout the year based on student interest. The deadline for registration of photography courses is one week before the start date of the course. Early registration is encouraged for best selection and to ensure your class is not cancelled due to lack of enrollment.

NEW! Tunxis Community College • Tunxis@Bristol Campus
Non-Credit Creative Photography Certificate

Non-credit Photography students who complete the following classes and have their portfolio reviewed and accepted by our Instructors will earn a non-credit certificate in creative photography from Tunxis Community College.

- Understanding Your Digital SLR Camera (Formerly Level 1) * 12 hours
  *Digital Photography Boot Camp can substitute for this class
- Applied Creative Photography (Formerly level 2) 12 hours
- Photoshop for Photographers (Formerly Photoshop Elements) 15 hours
- Basic Artificial Lighting or Flash Portraits (Formerly Flash Photography) 12 hours
- Advanced Photography 18 hours

To request a review you will need to contact Victor Mitchell, Director of Business and Industry Services for Tunxis Community College. He will arrange a time to drop-off your material for review.

Tunxis Community College non-credit Creative Photography Certificate will be awarded in June. Please allow 30 days for the review process to take place.

NOTE: Additional workshops may be offered throughout the year based on student interest. The deadline for registration of photography courses is one week before the start date of the course. Early registration is encouraged for best selection and to ensure your class is not cancelled due to lack of enrollment.

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
Understanding Your Digital SLR Camera

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

June 6 - 27 (M); 6-9PM; (4 sessions)
Fee: $145
Location: Tunxis@Bristol,
430 North Main Street, Bristol
Instructor: Eric Dreeke

Photoshop for Photographers

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

May 25 – June 22 (W); 6-9PM; (5 sessions)
Fee: $179
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Lisa Cherie-Reardon

Applied Creative Photography

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

July 23, 30, Aug. 6, 13 (S); 10AM-1PM; (4 sessions)
Fee: $145
Location: Tunxis@Bristol
430 North Main Street, Bristol
(for first class only)
Instructor: Eric Dreeke

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.

June 20 & 27 (M) 6-9 PM
Fee: $75
Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Kristen Hines-Baker

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
Attention: MIDDLE AND HIGH SCHOOL STUDENTS!

NEW! Mobile App Design – for Middle and High School students

If you’d like to learn how to make a mobile app and install it on your Android device, this class is for you. Join computer science teacher and MIT master trainer Kristin Violette for a fun, interactive summer camp in building mobile apps. During this one-week session, middle and high school students will learn how to use MIT’s App Inventor – a free, online software used to design and develop mobile apps for Android devices. With this easy to use, block-style programming approach, no previous computer science or programming experience is needed to succeed.

July 11 - 15 (M-F); 9AM-12PM
Fee: $225
(Instructor will provide mobile devices for the week)
Location: Room 205
Instructor: Kristin Violette is an App Inventor Master Trainer for Massachusetts Institute of Technology (MIT). She has been training national winners of the Verizon Innovative App Challenge for the past four years, and has been teaching computer science at a Connecticut high school for the past 20 years.

New! Mobile App Design – for Fun and Androids

Mobile applications (apps) are here to stay, so why not learn how to build them for yourself? In this two-part workshop, you’ll use MIT’s App Inventor online software to design and develop mobile applications for Android tablets and phones. With this easy to use, block-style programming approach no previous computer science or programming experience is needed to be successful in this course. And, while you’re at it, impress your friends and family with your hip new talents!

August 4 & 11 (Th); 6-9PM
Fee: $75
Location: Building 200, Room 205
Instructor: Kristin Violette is an App Inventor Master Trainer for Massachusetts Institute of Technology (MIT). She has been training national winners of the Verizon Innovative App Challenge for the past four years, and has been teaching computer science at a Connecticut high school for the past 20 years.

Mindfulness – Reduce Stress and Enhance Well-Being

Join mindfulness teacher Martha Rouleau for a one-day workshop that will teach you how to enhance your ability to take charge of your health and feel more in control of your life. You will learn specific mindfulness strategies to help you respond in a more healthful way to the stresses that come your way. This interactive workshop also includes breath awareness meditation, mindful movement, and mindful eating.

June 24 (F); 9AM-3PM
Fee: $55
Location: Tunxis@Bristol, 430 North Main Street, Bristol
Instructor: Martha Rouleau, a mindfulness educator, coach and consultant, is passionate about helping others cultivate the skills and tools to enhance wellbeing, reduce stress and lead a more joyful life. Her background in public school administration and as a science and math teacher informs her mindfulness practice and teaching.

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
**Stained Glass**

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

- June 13 – July 11 (M); 6-9PM  
  CRN: 2174
- July 19 – Aug. 16 (T); 9AM-Noon  
  CRN: 2175

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.

**Beginning Mosaics**

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

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

- June 15 – July 13 (W); 6-9PM  
  CRN: 2176
- July 14 – Aug. 11 (TH); 9AM-Noon  
  CRN: 2177

Fee: $179 (includes materials for first project; additional project materials estimated $30-40)  
Room: 305  
Instructor: Sarah Segovia
Combined Basic Safe Boating/Personal Watercraft

This 9-hour, 3-night course, taught by the Department of Energy & Environmental Protection, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate and Personal Watercraft. Course fee does not include the one-time lifetime license fee. Questions? Call the DEEP Boating Office at 860.434.8638.

• June 7, 9, 14 (T/TH); 6-9PM  
  CRN: 2181
• July 12, 14, 19 (T/TH); 6-9PM  
  CRN: 2182
• Aug. 9, 11, 16 (T/TH); 6-9PM  
  CRN: 2183

Fee: $25 nonrefundable  
Room: 313

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

• June 25  
  CRN: 2178
• July 30  
  CRN: 2179
• Aug. 27  
  CRN: 2180

Fee: $89  
Location: Tunxis@Bristol  
430 North Main Street, Bristol

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.

July 23 (S); 8:30AM-4:30PM  
CRN: 2184

Fee: $89  
Location: Tunxis@Bristol  
430 North Main Street, Bristol

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

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

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

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

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

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

Directions to Tunxis:
For directions, visit the Tunxis website at tunxis.edu/directions.

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 Rite Aid).

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

### NON-CREDIT REGISTRATION FORM

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<thead>
<tr>
<th>CRN</th>
<th>COURSE TITLE</th>
<th>START DATE</th>
<th>TIME</th>
<th>ROOM</th>
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**TOTAL COST**

Are you a U.S. citizen? YES NO

Expiration Date:

**Social Security #**

**Student ID # FOR OFFICE USE ONLY**

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

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

**Phone Numbers:** (include area code) HOME WORK

**Ethnic:**
- [ ] White
- [ ] Black
- [ ] Hispanic/Latino
- [ ] Asian
- [ ] Native Hawaiian/Pacific Islander
- [ ] American Indian/Alaskan Native
- [ ] Other
- [ ] Other (specify):  

**Maiden Name (if applicable):**

**Gender:**
- [ ] Male
- [ ] Female

**Birth Date:**

**E-Mail Address:**

**Exp. Date:**

**Card Type:**
- [ ] MasterCard
- [ ] Visa
- [ ] Discover

**Are you a U.S. citizen?** YES NO

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