

Economy Got You Down?

Let us help you train for a new career, learn a different skill, solve an old problem, or just relax. We offer over 300 online and live-classroom programs.

Registration Information

Registration must be completed in full with date of birth and social security number.

• In Person:

Monday-Friday
8:30AM-4PM

Register at Workforce
Development & Continuing
Education, Room 326

• Mail:

Registration form (p. 25) & 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

• Phone:

Have all required VISA, DISCOVER or MC information ready and call 860.255.3666.

• Fax:

Complete registration form (p. 25) including VISA, Discover or MC number & expiration date. Fax to 860.255.3675.

**Course fees are payable at time of registration.
No written confirmations are mailed.**

You are assured of a place in class unless notified otherwise.

Summer 2012

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ACCESSIBILITY AND EQUAL OPPORTUNITY

Tunxis Community College is committed to access and equal opportunity. Should you require special accommodations 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 against any individual on the grounds of race; color; national origin; ancestry; sex; sexual orientation; age; religion; political beliefs; learning, physical, mental or emotional disability; marital or veteran status; or prior convictions of a crime. The College reserves the right to make any necessary changes in the information listed in this publication.

The College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, ancestry, present or past history of mental disorder, learning disability or physical disability, political beliefs, marital or veteran status, sexual orientation, 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

Facsimile: 860.255.3675

tunxis.commnet.edu

Phone: 860.255.3666 Facsimile: 860.255.3675 tunxis.commnet.edu

Allied Health Programs

Orientation to Health Careers

Lost your job or looking for a career change? Join us on May 16 at 6 p.m. in Room 306. We will discuss:

- Healthcare fields in demand
- Jobs and wages in healthcare
- Financial Aid and funding assistance

Please call 860.255.3666 to reserve a seat.

Tunxis Continuing Education offers a number of Workforce Investment Act (WIA) approved programs that are funded through the Connecticut Department of Labor. To see if you qualify call:

**New Britain CT Works
860.223.0889**

Registered Medical Assistant Program

Fall classes start on September 27.

This 10-month day program prepares you to sit for the American Medical Technologists Medical Assistant Exam. Approximate program cost is \$6,450.

Information Sessions

If you cannot attend one of these sessions, please call Cheryl Conaty, R.N., at 860.255.3670. 10AM or 4PM

**June 13 – Room 313
July 18 – Room 313
Sept. 12 – Room 313**

Learn More!

Call 860.255.3666 to reserve your seat and to receive an application.

EMT Training

Call 860.314.4700 to register for all EMT classes below.

**Instructor for all classes:
Sharon Kenney and Staff
Location: Bristol EMS Training Center, 420 North Main St., Bristol, next to Tunxis@Bristol.**

EMT Basic

Offered in cooperation with Bristol Hospital Office of Emergency Medical Services and the CT Department of Public Health. 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.

**June 6 – August 29 (M/W); 6-10PM
Plus selected Saturdays, 9AM-2PM
Fee: \$675 (includes text, CPR manual, and stethoscope)**

Exam fees of \$90 and \$70 are paid by student directly to the State of Connecticut and the National Registry.



Accelerated EMT Basic

Same quality program as our EMT Basic class but this program is offered during the day.
**June 22 – August 22 (M/W/F); 9AM-3PM
Fee: \$675 (includes text, CPR manual, and stethoscope)**

Allied Health Programs

EMT Basic Refresher

The EMT Basic Refresher program is accelerated over a three-day period to fast track your recertification process.

**June 1, 2, 3 (F/SA/S); 8AM-4PM
Fee \$275**

Advanced Emergency Medical Technician AEMT

You must have a current state of Connecticut EMT – Basic card and a current CPR card at the Health Care Provider level to take this course. Minimum age is 18, or, turning 18 prior to the end of class.

**August 14 – Oct. 30 (T/TH); 6-10 PM
With clinical rotation at Bristol Hospital
Fee: \$725**

Patient Care Technician (PCT) Certificate

(Approved for WIA Funding)

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:

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



EKG Technician Certification Program (4.9 CEUs)

(Approved for WIA Funding)

Meet the demand for cross-trained health professionals by adding EKG skills to your résumé. This comprehensive program with lab, prepares you to take the NHA Electrocardiograph Technician Certification Exam.

**July 9 – August 22 (M/W); 5-9PM
14 sessions
CRN: 2545 Fee: \$899 plus text
Room: 202**

**Instructor: Mark Rouleau
National Healthcareer Association (NHA) exam fee of \$105 not included in course fee.**

Certified Nurse Aide (CNA)

(Approved for WIA Funding)

Classes Begin May 25

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

CNA Program Options

- **Day and Evening Program: \$900 plus text**
- **Saturday Clinical Option: \$950 plus text**

Please call 860.255.3666 to receive more information or a CNA application packet.

All program options have a \$35 nonrefundable administrative fee.

Allied Health Programs

CNA Competency Exam Review

This review 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 the competency exam, and wish to review before re-taking the test
- You have successfully completed a course or courses comprising not less than 100 hours of theoretical and clinical instruction in an approved LPN or RN education program

Review covers geriatric resident care and the role of the CNA, and skills practice in a supervised lab. Call Cheryl Conaty at 860.255.3670 for more information.

July 13, 20, 27 (F); 4-9PM
CRN: 2547 Fee: \$279
Room: 202
Instructor: Kate Gilman

CNA One-on-One Exam Review

CNAs wishing to do a one-on-one review should call Cheryl Conaty at 860. 255.3670. Students will need to review textbook, take a practice written test and complete five hours of clinical skills review.
Fee: \$279 plus text



EKG & Pulse Oximetry Skills (1.5 CEUs)

For allied health professionals looking to add to their skill set, with 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.**

May 31 – June 28 (TH); 5:30-8:30PM
5 sessions
CRN: 2546 Fee: \$279 plus text
Room: 202
Instructor: Mark Rouleau

You must attend all sessions to receive a certificate of completion.

Pharmacy Technician (Approved for WIA Funding)

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. Please call 860.255.3666 for an application.

June 4 – August 13 (M/W); 6-9PM
20 sessions (no class 7/4)
CRN: 2548 Fee: \$949 plus text and \$25 nonrefundable administrative fee
Room: 313
Instructor: Kathryn Canzonetti, CPhT

Allied Health Programs

Medical Math Online Course Ed2Go (6 weeks)

Master medical calculations in an engaging environment! 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.
Offered online monthly (see “online Ed2Go” section for more information)
Fee: \$109

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.

August 2 (TH); 9AM-Noon
CRN: 2549 Fee: \$89
Room: 6-127
Instructor: Lou Brockett

Adult/Child CPR/AED

This course is for lay rescuers (personal trainers, security guards, firefighters, police, airline personnel, etc.). 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.

June 1 (F); 10AM-Noon
CRN: 2550 Fee: \$75
Room: 6-127
Instructor: Lou Brockett



Allied Health Programs

Phlebotomy Technician

Classes Start June 11

(Approved for WIA Funding)

This 165-hour program provides classroom theory and clinicallab instruction. Students who successfully complete the course are eligible for externships at UConn Health Center or Middlesex Hospital. Students are eligible to sit for the National Healthcareer Association certification exam. A completed Tunxis Community College Health Form must be submitted with registration packet to be considered for the program.

Day Program: M/T/W; 9AM-2PM

Fee: \$1,800 plus \$35 nonrefundable administrative fee.

NHA exam fee (\$112) and textbook not included.

Rooms: 6-127 (M) and 306 (T/TH)

Instructor: Kim Kiriluk, CPT



To receive an application packet
call 860.255.3666.

Phlebotomy Refresher

Contact Cheryl Conaty at 860.255.3670
or cconaty@txcc.commnet.edu



Real Estate

Principles and Practices of Real Estate

(Approved for WIA Funding)

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 63 hours of this 66 hour course to meet state licensing requirements.

June 11 – Aug. 29 (M/W);

9:30AM-12:30PM

(no class 7/2 & 7/4)

CRN: 2551

Location: Tunxis@Bristol

Instructor: Dick Gumpert

OR

June 12 – Aug. 30 (TU/TH); 6-9PM

(no class 7/3 & 7/5)

CRN: 2552

Fee: \$429 plus text

Room: 313

Instructor: Dick Gumpert



Tunxis Online Education

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

All courses listed
on this page are
ONLINE.

Classes begin monthly with start dates of
June 20, July 18, and August 15

Course fees are \$109 unless
otherwise noted.

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!

Requirements:

All courses require Internet access, email,
Microsoft Internet Explorer, or Firefox web
browsers. Some courses may have additional
requirements. Please visit our Online Instruction
Center for more information.

1. Visit our Online Instruction Center:
www.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 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
and the password you selected during enrollment.

Accounting

Accounting Fundamentals I and II
Intro to QuickBooks 2011
Performing Payroll in QuickBooks 2011
Peachtree Accounting 2012

Basic Computer Literacy

Windows
Microsoft Word
Microsoft Access
Microsoft Excel
Microsoft PowerPoint
Microsoft Publisher
Introduction to the Internet

Business & Management

Administrative Assistant Fundamentals
Building Teams that Work
Fundamentals of Supervision
Project Management Fundamentals
Understanding the Human Resource
Business and Marketing Writing

Database Management

Introduction to Programming
MS Access
Oracle
Crystal Reports
SQL

Digital Photography

Discover Digital Photography
Introduction to Photoshop CS3
Secrets to Better Photography

Grant Writing/Nonprofits

Get Grants!
A-to-Z Grant-Writing
Advanced Grant Proposal Writing
Marketing Your Nonprofit

Tunxis Online Education

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

All courses listed
on this page are
ONLINE.

Classes listed in this section begin once a month with start
dates of Spring start dates – June 15, July 20, and August 17.

Graphic & Multi-Media Design

Creating Web Pages
Designing Effective Websites
Dreamweaver
Flash
Introduction to PHP and MySQL
Adobe Illustrator

Health Care

Human Anatomy and Physiology
Medical Terminology
Medical Math-New!
Become an Optical Assistant
Explore a Career in Medical Coding
Explore a Career in Medical Transcription

Languages

Conversational French
Speed Spanish
Spanish in the Classroom
Spanish for Law Enforcement
Spanish for Medical Professionals
Instant Italian

Law & Legal Careers

Business Law for the Small Business
Owner
Workers' Compensation
Legal Nurse Consulting
Real Estate Law (not for state licensing)

Personal Finance

Real Estate Investing
Stocks, Bonds, and Investing
Introduction to Stock Options
Keys to Successful Money Management
Debt Elimination Techniques That Work

Teaching

Teaching Smarter with SMART Boards
Solving Classroom Discipline Problems
Praxis I Preparation
Web 2.0 Blogs, Wikis, and Podcasts
Home School with Success
Understanding Adolescents
Teaching Students with Autism
The Creative Classroom

Test Prep:

GED Preparation
SAT/ACT Preparation
GRE Preparation
GMAT Preparation
LSAT Preparation

Writing & Publishing:

Writing Essentials
Grammar Refresher
The Keys to Effective Editing
Introduction to Internet Writing
Write and Publish Your Nonfiction Book
Writing for Children

**For more information,
call 860.255.3666
Check ed2go.com/tunxis
for over 300 course listings.**

Professional Development

Meet the Mac

This 4-session, 12-hour course is for those transitioning from Windows to Mac or the “self-taught” Mac user who wants to fine-tune and improve their computer skills. This hands-on training will show you how to take advantage of basic Mac OS features such as the Desktop, Dock, Windows and File Storage, running multiple programs, and all the applications that come built into the Mac OS.

You will learn:

- Mac OS X Desktop, Dock, and Windows
- Creating, storing and viewing files and folders
- Finding and starting, and switching between programs
- System preferences and custom settings
- Using the Dashboard and Widgets
- Contacts, appointments, notes and email
- Printing options including saving as PDF and emailing attachments
- Getting online and making connections including iChat and Safari
- Managing photos, music and videos

July 9 – July 18 (M/W); 9AM-Noon

Fee: \$120

Room: 6-228

Instructor: Jan Gyurko

Making the Most of the New Office 2010

Explore all the new features of Microsoft Office 2010: review Backstage, Tabs, Command Sets and Dialog Launchers to find all your customary commands; plus explore features such as Styles, Themes, Live Preview and the Mini Toolbar to make your documents easier to format and manipulate. Time is included for questions and answers to address specific individual needs with the new Office 2010 programs.

July 12 (TH); 9AM-4PM

Fee: \$90

Location: Tunxis@Bristol

Instructor: Jan Gyurko

Key Communication Skills in the Workplace

Superior communication skills are something we all need but are a vital factor for people in occupations that require interaction with coworkers and others. This course raises the bar on communication skills for any employee wishing to improve the level of production, job satisfaction and team cohesiveness among members. Beyond good written and oral communication skills, effective team members know the key to good communication is the ability to build relationships within the team environment. Interpersonal intelligence improves our abilities to comprehend, analyze and react to situations and assists us in facilitating communication in which conflicts and debates are reduced, interactions become easy, people seem approachable, hassles minimize and a healthy and productive environment is inevitable.

July 13 (F); 9AM-4PM

Fee: \$85

Location: Tunxis@Bristol

Instructor: Lisa Crofton



Professional Development

Supervision 101: Developing Tools, Skills, and Strategies to Excel as a Supervisor

This five-session certificate program is designed to provide the participant with the skills to become a more highly effective supervisor. Supervisor training can give you the higher level of supervisory skills required for success in today's workplace. With a strong emphasis on continuous improvement, participants will develop and practice the day-to-day job tasks and interpersonal strategies to become more productive and respected supervisors. Participants will acquire and develop the tools, skills, and strategies to become outstanding supervisors by learning how to:

- Identify and develop the skills for effective supervision
- Implement strategies to create greater team motivation and interaction
- Utilize effective processes of communication that prevent misunderstanding
- Become assertive leaders who get results
- Implement a positive style of reinforcement and corrective feedback
- Use effective problem-solving and decision-making techniques
- Effectively deal with challenging people and situations
- Apply problem resolution techniques to on-the-job situations
- Develop an action plan for continuous improvement

June 7 – July 12 (TH); 6-9 PM

(No class July 5)

CRN: 2553 Fee: \$239

Room: 6-214

Instructor: Anne Peck



Professional Bartending Certification

Learn to serve responsibly!

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

Professional Bartending with SMART Certification Learn how to serve responsibly!

(Approved for WIA Funding)

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. (Materials fee of \$35 is payable to the instructor at the first class.)

June 16 & 23 (SA); 9AM-5PM

CRN: 2554

OR

July 21 & 28 (SA); 9AM-5PM

CRN: 2555

Fee: \$239 plus materials

Room: Cafeteria

Instructor: Paul Rich



Real-World Workforce Training by Real-World Practitioners

- **Optimize Your Workforce • Save Money**
- **Support Your Local Community College**

Tunxis Community College's Business and Industry Training Division, Tunxis@Bristol, offers high-quality, responsive training to meet the needs of the businesses in our service area. Support from the state of Connecticut and our service mission make it possible for us to offer workforce training services at highly affordable rates. And, as an added bonus, by contracting with Tunxis@Bristol, you will not only be maintaining and upgrading the skills of your employees at a low cost, you will also be helping to sustain the College that has supported and advanced local workforce and economic development since 1970.

Services:

- Consulting
- Customized training
- Classes on our site
- Classes on your site
- Needs assessment
- Meeting/corporate retreat space

Training Specialties:

- Supervisory/Leadership Skills
- Communication Skills
- Customer Service Skills
- Computer and Office Skills
- Accounting
- Quickbooks
- Entrepreneurship
- Geometric Dimensioning and Tolerancing
- Manufacturing Shop Math
- Stress Management
- Business and Grant Writing



Meeting Room



Computer Class Room



Entrance



Lobby and Sitting Area

Tunxis@Bristol

430 North Main Street • Bristol, CT 06010 • 860.314.4700
www.tunxis.commnet.edu/programs/training

Professional Development

The courses below are offered at Tunxis' Bristol facility,
Tunxis@Bristol
430 North Main St., Bristol
For more information,
Call: 860.314.4700 or
email us at:
tx-bcc@txcc.commnet.edu

SMART Board Training for Teachers Earn 1.2 Technology CEUs

Create interactive lessons your students will love to remember. Learn to use the SMART Board and all of its tools to challenge your students in math, literacy skills, and other necessary areas for success. Engage your students as you enhance your instruction and learning. You will develop a minimum of two complete lessons from a teacher who is a certified SMART Board instructor.

SMART Board 201

June 26, 27, & 28 (T,W,TH)

8AM-12:30PM

Fee: \$145

Location: Tunxis@Bristol

Instructor: Susan Weber

Getting Your Classroom Under Control – Effective Classroom Management Strategies for Teachers, Substitutes, and Paraprofessionals!

You can't teach if your classroom is not under control. Effective classroom and behavior management skills are essential for your success in the classroom. Increase your self-confidence and enthusiasm for teaching by developing effective teacher-student interactions. These proven tips and techniques are effective for the new or experienced teacher as well as the paraprofessional. Discover and learn a complete step-by-step approach to developing and reinforcing appropriate student behavior. This practical, interactive workshop includes: dealing positively with disciplinary challenges; developing strategies for behavior modification; developing skills to cope effectively with challenging students; and implementing positive behavior and classroom management techniques.

July 17 & 19 (T,TH); 9AM-3PM

Fee: \$120

Location: Tunxis@Bristol

Instructor: Anne Peck



Professional Development

NEW 4-hour program! Electrical License Renewal Training Program

C, L, T License Required Electrical Training for 2012

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, regulated building codes, National Electrical Code (NEC), Counterfeit Cable Update, ANSI STD J-607 Grounding and Bonding, Fiber Optic Systems, New Firestop Methods, and other specific skill areas. Students must bring the "NEC (National Electrical Code) 2005" book.

Time: 8AM–Noon, except as noted.

Fee: \$47

Class Dates:

June 1 (Fri.)

June 23 (Sat.)

July 20 (Fri.)

Aug. 18 (Sat.)

Aug. 24 (Fri.)

Sept. 7 (Fri.)

Sept. 12 (Wed., 5-9 PM)

Sept. 15 (Sat.)

Sept. 21 (Fri.)

Sept. 22 (Sat.)

Sept. 27 (Thurs., 5-9 PM)



Motorcycle Rider Education Program

Largest Program in Connecticut!

**Locations now in Farmington,
East Granby, Fairfield, and Stratford**

Motorcycling is one of the most exciting forms of transportation. You are totally responsible for every action taken — from timing each shift to keeping a keen eye out for other motorists. To understand these responsibilities, a Connecticut 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 DMV's on-cycle skills test, are bonuses of the program.

It's the LAW!

*All applicants for a new motorcycle license
must successfully complete the
CT Motorcycle Rider Education Program.*

Basic Motorcycle Rider Course

Designed for the individual with little or no riding experience. Includes six hours of classroom instruction and 12 hours of on-cycle training. Classes are held evenings and weekends. You must have a driver's license or motorcycle permit and be physically able to operate a motorcycle. Motorcycles will be provided.

Fee: \$200 non-refundable

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 non-refundable

Private Lessons

Enjoy a personalized learning environment. Private and semi-private lessons comprise a maximum of 18 hours of both classroom and on-cycle instruction. Rider's ability determines length of course.

Fee: \$850 private

\$425 semi-private (limit 2 people/class)

Motorcycle Rider Education Program

Largest Program in Connecticut!

Classes are offered April through October.
Contact us to receive your 2012 Motorcycle Rider
schedule of dates/times and registration information, or visit
tunxis.commnet.edu/motorcycle.

For Farmington or East Granby sites
Call: 860.255.3671

For Stratford or Fairfield sites
Call: 860.255.3681

IMPORTANT!

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 from the beginning.

No exceptions.

If you know you will miss a session due to a vacation,
wedding, work, etc., do not enroll in that class; choose another.

Visit ride4ever.org for more information. Download course
materials, learn motorcycle survival skills, or view information
regarding becoming a motorcycle safety instructor.



Special Interest Courses

FREE!

Personal Fitness Training Information Session

May 21 (M); 6-7PM

Room: 313

**Please call 860.255.3666 and leave
your name and phone number to
reserve your seat.**

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.

June 9 – July 14 (SA); 9AM-4PM

CRN: Fee: \$549 plus text

\$25 lab fee payable to

Go Health & Fitness Center

Room: 312 and

Go Health & Fitness Center*

***Go Health & Fitness is located at
15 Executive Drive, Farmington, CT.**

**Prerequisite for taking the Personal
Fitness Trainer Certification Exam is
CPR/AED (see page 6).**



Special Interest Courses

Combined Basic Safe Boating/Personal Watercraft

This 10-hour course taught by DEP volunteers is designed to fulfill the requirements for the Connecticut Safe Boating Certificate and Personal Watercraft. Questions? Call the DEP Boating Office at 860.434.8638.

June 4, 6, 11, 13 (M/W); 6:30-9PM

CRN: 2557

Room: 206

OR

July 9, 11, 16, 18 (M/W); 6:30-9PM

CRN: 2558

Room: 210

OR

August 6, 8, 13, 15 (M/W); 6:30-9PM

CRN: 2559

Room: 210

Fee: \$20 nonrefundable

One-Day Combination Safe Boating/Personal Watercraft Course

This single session, 8-hour course, taught by Professional Marine Education, fulfills the requirements for Boating and Personal Watercraft Operation. Upon successful course completion the student can mail or deliver the diploma to any state DEP office, with the one-time \$50 boating fee to obtain a license.

All classes meet for one Saturday,

8:30AM-4:30PM

Fee: \$89 Room: 6-127

June 23 CRN: 2560

OR

July 21 CRN: 2561

OR

Aug. 18 CRN: 2562

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 DEP Connecticut Coastal Boaters Endorsement sticker for their operating certificate.

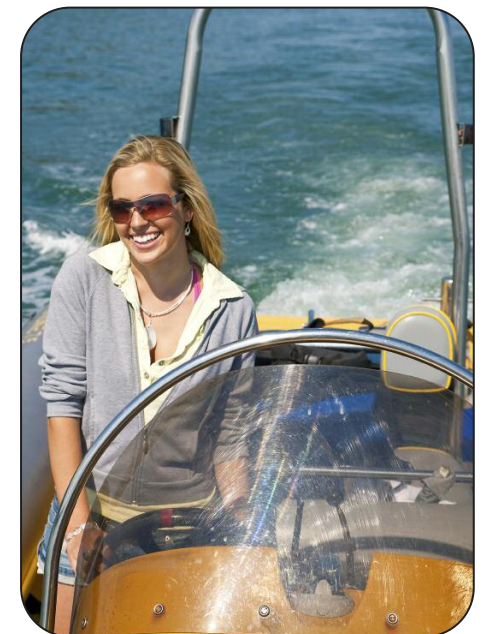
**Students need to bring a
calculator to class. Prerequisite:
basic safe boating course or
instructor permission prior to
the start of the course.**

June 16 (SA); 8:30AM-4:30PM

CRN: 2563

Fee: \$89 nonrefundable

Room: 6-127



Special Interest Courses

NEW!

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 continue to take more advanced courses such as “Studio Lighting,” “Portraiture,” “Wedding Photography,” “Studio Product Photography,” “Food Photography,” “Lightroom4,” “Photoshop Elements 10,” 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 SLR Digital Camera

Learn how to operate a SLR 35mm digital 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 SLR digital camera with manual controls.

June 14 – July 5 (TH); 6-9PM

4 sessions

CRN: 2565 Fee: \$145

Room: 311

Instructor: Eric Dreeke



Special Interest 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 the class will be photographing during the course. 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.

July 14 – Aug. 4 (S); 10AM-1PM

4 sessions

CRN: 2566 Fee: \$145

Room: 311 for first class only

Instructor: Eric Dreeke



**For instructor bio, portfolio, and student gallery go to
www.tunxis.edu/cephoto
For more information, CALL: 860.314.4700**

Basic Level-3

Digital Image Control using Photoshop Elements 10

One of the biggest misconceptions many digital photographers share is the belief that their high resolution digital images do not require further development once they are shot. All professional photographers know that even with basic sharpening, color and temperature corrections, and spotting (cloning), their photos have greater visual impact.

In Basic Level-3, the digital photographer is exposed to the power of Photoshop Elements 10 and digital image manipulation and correction. Taught from the point-of-view of the photographer, our “learn-by-doing” approach will cover many of the important adjustments and filter tools required to import, correct, enhance, sharpen, crop, and modify digital images. You will practice perspective control, cropping for impact, color correcting for mood, and become proficient in eliminating unwanted areas of their photograph. Working with a select group of your images depicting people, places, or things, you’ll move quickly through a series of pre-planned, step-by-step exercises that build upon one another in a logical and practical fashion. (NOTE: Course is taught on PC format but you may bring your Mac laptop if you wish.) Prerequisite: Basic Level-1 and Basic Level-2 or permission of the instructor based on portfolio review and interview.

August 11 – August 25 (Saturday);

9AM -2 PM

3 sessions

CRN: 2602 Fee: \$145

Tunxis@Bristol

Instructor: David Archambault

Special Interest Courses

Introduction to The Art of Black & White Photography: Darkroom

Express your creativity in the darkroom! If you love black and white photographs, this beginner-friendly course is for you. Learn how to better use your 35mm film camera for creating black and white negatives and printing black and white prints in the classic way. You will learn how to properly develop black and white 35mm film, develop darkroom skills and printing techniques, such as dodging & burning, use of filters vs. paper grades to control image contrast and tonality, and proper tray developing techniques for bringing out the most in your image. A 35mm SLR camera with manual controls is required. We'll be using traditional black & white films and papers. Approximate materials expenses: \$100.

June 15 – Aug. 17 (F); 6:30-9:30PM

10 sessions

CRN: 2564 Fee: \$229

Room: 6-222

Instructor: Eric Dreeke



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or visit www.institute.thevirtuosi.org**



Suggested Registration Deadline April 30th

Details:

August 10-25, 2012

**Ages 8-12:
9:30 AM- 1:30PM**

**Ages 13- Adult
9:30- 5:30PM**

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