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

**Phone:**
Have all required VISA, Discover or MC information ready and call 860.255.3666.

**Fax:**
Complete registration form (p. 18). Have all required 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.
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- CNA Competency Exam Review, CPR; Dental Front Office;
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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.

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 January 18 at 5PM in Room 306.
We will discuss:
• Health care fields in demand
• Jobs and wages in health care
• 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
Starting in September.

This 10-month day program prepares you to sit for the American Medical Technologists Medical Assistant Exam.
Approximate program cost is $6,500.

Information Sessions
10AM
Room TBA
Feb. 15
March 14
April 18
May 16
June 13
July 18

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.
Feb. 8 – May 16 (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.

EMT Basic Refresher
The EMT Basic Refresher program is accelerated over a three-day period to fast track your recertification process.
Dec. 9, 10, 11 (F/SA/S); 8AM-4PM
OR
March 2, 3, 4 (F/SA/S); 8AM-4PM
OR
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.
March 20 – May 29 (T/TH); 6-10 PM
With clinical rotation at Bristol Hospital
Fee: $725
Central Sterile Processing Technician
(Approved for WIA Funding)
Central sterile processing technicians are responsible for the sanitation and packaging of surgical instruments in hospitals, surgical centers and clinics. This 13-week program covers anatomy and physiology; microbiology and infection control; decontamination and sterilization processing; and how to handle, care for, and identify surgical instruments. The course includes clinical exposure to a central sterile processing department. Course fee does not include national certification exam.
Students must have their book for the first class.
Feb. 4 – April 28 (SA); 9AM-Noon
13 sessions
CRN: 1951  Fee: $875 plus text
Room 311
Instructor: Linda Hall

Veterinary Assistant Program
45 hours classroom/24 hours clinical
(Approved for WIA Funding)
Train for an entry-level position as a veterinary assistant working in an animal hospital, clinic, animal shelter, laboratory or zoo. Vet assistants perform front office functions; assist in providing routine and emergency care; perform laboratory procedures; assist in dental and surgical procedures; and take X-rays. Navy blue scrub top must be worn to clinical experience.
Feb. 6 – May 21 (M); 6-9PM
14 sessions (no class 2/20)
CRN: 1950
Fee: $759 plus text and navy blue scrub top
Room: 312
Instructor: Tim Burns, VT

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)
Allied Health Programs

EKG Technician Certification Program (4.9CEUs)
(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.

Jan. 30 – May 7 (M); 5:30-9PM
14 sessions (no class 2/20)
CRN: 1952    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 January 26
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
• Accelerated Day Program: $975 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.

CNA Competency Exam Review
This review may be for you if:
• your CNA certification has expired
• you recently completed a CNA program and want to review for the state exam
• you failed the written and/or skills portion of the competency exam
• you have completed 100 hours of theoretical and clinical instruction in an approved LPN or RN 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.

March 10, 17, 24 (SA); 9AM-2PM
CRN: 1953    Fee: $279
Room: 202

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.**

Feb. 16 – March 22 (TH); 5:30-8:30PM
(no class 2/23) 5 sessions
CRN: 1954 Fee: $279 plus text
Room: 310
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.

Jan. 30 – April 9 (M/W); 6-9PM
20 sessions (no class 2/20)
CRN: 1955 Fee: $949 plus text and $25 nonrefundable administrative fee
Room: 313
Instructor: Staff

**New!**
**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
Fee: $109

**Office Medical Billing & Coding**
(Approved for WIA Funding)
This 15-week program is designed to prepare students with billing and coding skills for entry-level positions in private medical offices, clinics, or insurance companies. Topics covered include medical terminology; computerized medical billing & management; medical claims processing procedures; CPT and ICD-9 coding; and the navigation and use of medical billing software.

Students are required to read the first chapter in “3-2-1 Code It” prior to the first session.

- **Medical Billing & Coding (60 hrs.)**
  Feb. 7 – April 12 (TU/TH); 5:30-8:30PM
  Room: 312
  Instructor: Susan Smith

- **Software Navigation and Use (42 hrs.)**
  April 17 – May 16
  (TU/W/TH); 5:30-8:30PM
  CRN: 1956 Fee: $1,949 plus text
  Location: Tunxis@Bristol
  Instructor: Lynn Kowal
New!

**Electronic Medical Health Records**
Learn the basics of medical records management. Students will have the opportunity to put administrative skills learned in previous course work into practice in a simulated medical setting using electronic health care records (EHR).

**Jan. 7, 14, 21 (SA); 9AM-2PM**
**CRN: 1978**

OR

**May 19, 26, June 2 (SA); 9AM-2PM**
**CRN: 1979**

**Fee: $239**  **Room: 313**
**Instructor: Lynn Kowal**

New!

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

**April 27 (F); 9AM-Noon**
**CRN: 1957**  **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.

**March 16 (F); 10AM-Noon**
**CRN: 1958**  **Fee: $75**
**Room: 6-127**
**Instructor: Lou Brockett**

Free Information session

**Dental Front Office**
**Certificate – 80 hours**
(Approved for WIA Funding/Jobs Growth)
Train today for an entry-level position in the dental field. This 10-week program will familiarize you with dental terminology, equipment and procedures. Gain experience using Dentrix software to manage patient information; schedule appointments; maintain patient records and billing for services.

**Feb. 14 – April 26 (Tu/Th); 5:30-9:30PM**
(No class week of March 19)
**CRN: 1959**  **Fee: $868 plus text**
**Location: 313**
**Instructor: Beth Deegan**

New!

**Phlebotomy Technician**
**Starting January 30**
(Approved for WIA Funding)
This 165-hour program provides classroom theory and clinical lab 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.

**Day Program: M/TU; 9AM-2PM**
**OR**

**Evening Program: M/TU/W; 5:30-8:45PM**
**Fee: $1,800 plus $35 nonrefundable administrative fee.**
NHA exam fee ($112) and textbook not included.

To receive an application packet call 860.255.3666.

New!

**Phlebotomy Refresher**
Call Cheryl Conaty at 860.255.3670
E-mail: cconaty@txcc.commnet.edu

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.
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, E-mail, 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 e-mail 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 e-mail and the password you selected during enrollment.

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

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

Classes begin monthly with start dates of January 18, February 15, March 21, and April 18.

**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.
New!

Computer Skills for the Workplace
In today’s world, those without basic computer and modern office skills may be left out in the cold. This comprehensive 80-hour program covers MS Office skills in Windows—file and folder management, Word, Excel, PowerPoint and Outlook.
Feb. 6 – March 12 (M-TH); 1-5PM
(No class 2/20)
CRN: 1962  Fee: $999
Room: 313
Instructor: Jan Gyurko

QuickBooks 2010* – 20 hours
This QuickBooks training class covers the fundamentals of using QuickBooks 2010 to track the finances of a small business. Students will learn how to set up a new company, work with lists, set up inventory, process invoices, work with bank accounts, process payments, enter and pay bills.
March 13 – 20 (TU/W/TH/M); 1-5PM
CRN: 1963  Fee: $250
Location: Tunxis@Bristol
Instructor: Jan Gyurko

Substitute Teacher Training
Completion of this program may earn you higher compensation in surrounding school systems, and give you the experience and confidence to pursue a career in teaching.
Feb. 16 & 23 (TH); 9AM-4PM
CRN: 1964  Fee: $179 plus text
Location: Tunxis@Bristol

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.
Feb. 13 – April 30 (M/W); 9:30AM-12:30PM
(no class 2/20)
CRN: 1960
OR
Feb. 14 – April 26 (TU/TH); 6-9PM
CRN: 1961
OR
June 11 – Aug. 29 (M/W); 9:30AM-12:30PM
OR
June 12 – Aug. 30 (TU/TH); 6-9PM
Fee: $429 plus text
Location: Tunxis@Bristol
Instructor: Dick Gumpert
Professional Bartending with SMART Certification

Learn how 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.)

Feb. 11 & 18 (SA); 9AM-5PM
CRN: 1966
Fee: $239 plus materials
Room: Cafeteria
Instructor: Paul Rich

Feb. 16 – March 15 (TH); 6-9 PM
CRN: 1965 Fee: $239
Location: Tunxis@Bristol
Instructor: Anne Peck

OR

April 14 & 21 (SA); 9AM-5PM
CRN: 1967
Fee: $239 plus materials
Room: Cafeteria
Instructor: Paul Rich

Session 1
Discover What Every Supervisor Should Know

Session 2
High-Performance Coaching

Session 3
Supervisors Stand Up and Be Heard!

Session 4
Become a Problem-Solver

Session 5
How to Deal with Impossible Clients, Bosses, and Employees

Learn to serve responsibly!

Supervision 101:
Survival Skills for First-Time Supervisors

Position yourself for success by developing the skills you need to be a highly effective supervisor. Make a positive career move with this certificate program that is designed to help you achieve the results you want.

Feb. 16 – March 15 (TH); 6-9 PM
CRN: 1965 Fee: $239
Location: Tunxis@Bristol
Instructor: Anne Peck

Supervision 101:
Survival Skills for First-Time Supervisors

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.)

Feb. 11 & 18 (SA); 9AM-5PM
CRN: 1966
Fee: $239 plus materials
Room: Cafeteria
Instructor: Paul Rich

March 21–April 4 (TH); 6 – 9PM
CRN: 1980 Fee: $179
Location: Tunxis@Bristol
Instructor: Anne Peck

New!
Re-Market Yourself for Today’s Changing Workplace

The world of work is quickly changing and requires a new marketing methodology and plan of action to get that job or promotion. Market yourself more effectively by identifying effective career readiness skills; understanding and meeting the needs and expectations of today’s workplace; discovering and implementing valued team interaction skills; developing the five necessary success competencies identified by the U.S. Department of Labor; creating an action plan to improve marketability; and developing a portfolio to market your skills.

March 21–April 4 (TH); 6 – 9PM
CRN: 1980 Fee: $179
Location: Tunxis@Bristol
Instructor: Anne Peck
The courses below are offered at Tunxis’ Bristol facility, Tunxis@Bristol
430 North Main St., Bristol
For more information, call: 860.314.4700 or e-mail us at: tx-bcc@commnet.edu

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:
Jan. 27 (Fri.)
Feb. 24 (Fri.)
March 14 (Wed., 5 – 9PM)
March 30 (Fri.)
April 14 (Sat.)
April 27 (Fri.)
May 10 (Thurs., 5 – 9PM)
May 19 (Sat.)
June 1 (Fri.)

OSHA 10 Construction Training
The 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.
April 13 & 14 (F/SA); Fri. 5-9PM and Sat. 8AM-3PM
Fee: $120
Location: Tunxis@Bristol
Instructor: David Stevens
For CT construction workers, OSHA 10 must be retaken every five years. Call 860.314.4700 or e-mail tx-bcc@txcc.commnet.edu for information and registration.

OSHA 10 Industry Training
Do you work in a factory or production/assembly facility? We’ll provide a broad awareness of how to recognize and prevent hazards on-site. The workshop will discuss guards for machines, hazardous materials, electrical safety, and much more. Learn how to protect yourself and become a safer employee.
May 10 & 11 (TH/F); 9AM – 3PM
Fee $120
Location: Tunxis@Bristol
Instructor: David Stevens

Ergonomics in the Workplace – The Route to Injury Prevention
Gain practical skills to identify and eliminate risk factors that lead to workplace injury. Topics to be covered include how to prevent back strains, alleviate headaches and eyestrains, and reduce the risk of carpal tunnel syndrome. We will teach you how you can feel better at work with good working postures and better workstation set-up. Improving the work environment can also save companies money by reducing workers compensation expenses.
April 19 (TH); 9AM – 4PM
Fee: $85
Location: Tunxis@Bristol
Instructor: David Stevens
**Professional Development**

**Tunxis@Bristol is proud to announce our new initiative in the Life Safety field. Please call 860.314.4700 for class dates and start times!**

**Confined Space**
Regulation: Subpart J 1910.14
This course fulfills the requirements of 29 CFR 1910.146 for confined space entry supervisors, entrants and attendants. Topics covered include:
- Classification & identification of confined space
- Entry permits – Entry preparation
- Emergency plan
- Termination procedures
- Reporting & recordkeeping requirements
- Review of confined space equipment (harnesses, lanyards, retrieval systems, etc.)

**NFPA 70E Arc Flash Compliance**
Regulation: Gen Ind. Subpart S 1910.301 & Construction – Subpart K 1926.4
The NFPA 70E Standard is a work standard published by the National Fire Protection Association (NFPA). The course provides:
- Employer & employee requirements

**Fall Protection**
Regulation: Gen. Ind. Subpart D 1910.22 & Construction Subpart M 1926.500
The course will cover site conditions and work tasks that require fall protection.
- Restraint
- Personal fall arrest
- Safety net, guardrail and other collective systems.
- Safety monitor designee
- Components of written fall arrest protection plan and training program
Hands-on training will be provided for full body harnesses, lanyards and anchor points.

**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**
Feb. 28 – March 20 (T); 4:30 – 8PM
Fee: $145
Location: Tunxis@Bristol
Instructor: Susan Weber

**SMART Board for Novices**
Are you interested in improving your presentation skills by using that “magical white board” attached to the wall? Our workshop will provide you with those basic skills to use a SMART Board. We take the mystery away from this presentation, training, and communication tool. Improve your performance using today’s technology.

**April 16 (M); 9AM – 4PM**
Fee: $85
Location: Tunxis@Bristol
Instructor: Sue Weber
These one and two day workshops are offered at Tunxis@Bristol, 430 North Main St., Bristol. Class will meet from 9:00 AM to 4:00 PM. Call: 860.314.4700 for more information, pricing and to register.

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<td>Dealing Positively with Anger and Frustration</td>
<td>April 23</td>
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<td>Advanced Grant Writing</td>
<td>May 11 &amp; 18</td>
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<tr>
<td>Organizing Your Work Area</td>
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<td>Managing Multiple Priorities</td>
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<td>Access Reports and Queries</td>
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<td>Beyond the Basics of Word</td>
<td>TBA</td>
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<td>Excel Formulas and Functions</td>
<td>TBA</td>
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<td>Interpersonal Communication</td>
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<td>Making the Most of Windows 7</td>
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<td>Managing Disagreement, Conflict &amp; Confrontation</td>
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<td>Master Shortcuts</td>
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<tr>
<td>The Art of Making Effective PowerPoint Presentations</td>
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<td>Assertiveness Training: Getting Your Point Across (Nicely)</td>
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Motorcycle Rider Education
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 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

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 (limit 2 people/class)

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 site
Call 860.255.3671

For Stratford or Fairfield site
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.

Largest Program in Connecticut!
FREE!

**Personal Fitness Training Information Session**
Feb. 1 (W); 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.
Feb. 18 – March 24 (SA); 9AM-4PM
CRN: 1968  Fee: $549 plus text
$25 lab fee payable to Malibu Fitness Center
Room: 312 and Malibu Fitness Center*

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

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

**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.
March 5, 7, 12, 14 (M/W); 6:30-9PM
CRN: 1969
OR
April 9, 11, 16, 18 (M/W); 6:30-9PM
CRN: 1970
OR
May 7, 9, 14, 16 (M/W); 6:30-9PM
CRN: 1971

Fee: $20 nonrefundable
Location: Tunxis@Bristol

**Price Reduction!**

**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
March 31 CRN: 1972
OR
April 21 CRN: 1973
OR
May 12 CRN: 1974

**New!**

**Photoshop for Beginners**
Taught strictly from the point-of-view of a photographer, our "learning-by-doing" approach will cover many of the important adjustment and filter tools you need to import, correct, enhance, sharpen, crop, and modify a digital photo. Working with a selected 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.)
Feb. 11, (SA); 9AM-5AM, CRN: 1997
OR
March 10, (SA); 9AM-5AM, CRN: 1998
OR
April 14, (SA); 9AM-5AM, CRN: 1999

Fee: $99
Room: 203
Instructor: David Archambault
Special Interest Courses

The Art of Black & White Photography: Darkroom Introduction
If you love black & white photographs, this beginner-friendly course is for you. A 35mm film SLR with manual controls is required, using traditional black & white film. Approximate material expenses: $100-$125 for film, paper & miscellaneous.

Feb. 10 – April 13 (F); 6:30-9:30PM
10 sessions
CRN: 1975   Fee: $229
Room: 6-222
Instructor: Eric Dreeke

Beyond the Snapshot: Understanding Your Digital or Film Camera!
We'll demystify the digital photography world for you. Learn the important features of your camera & lenses, menu settings, f/stops & shutter speeds, flash, tripods, and more. This is a fun and informal class! Digital or film SLR with manual controls required.

Feb. 9 – March 8 (TH); 6-9PM
5 sessions
CRN: 1976   Fee: $145
Room: 311
Instructor: Eric Dreeke

Beyond the Basics: Using Your Digital or Film Camera in the Field
This “outdoor classroom” course will give you a thorough hands-on understanding of creative camera use. Meeting at different photogenic locations each week, you will practice different shooting techniques while honing your skills.

March 10 – April 7 (S); 10AM-1PM
5 sessions
CRN: 1977   Fee: $145
Room: 311 for first class only
Instructor: Eric Dreeke

New!
Stock Photography/Make Money and Have Fun
If you are an amateur photographer and are comfortable with the quality of your work, consider stock photography as a possible source of income. Stock photographers shoot a variety of images and, through stock agencies, sell them to magazines, large and small businesses, advertising agencies, textbook companies, etc. This course will present all the information necessary to set-up your own stock photography business.

Feb. 18 & 25 (SA); 9AM-Noon
CRN: 1982   Fee: $99
Room: 6-227
Instructor: Peter Glass

New!
No Flash, No Problem
Ambient light is all around us in many different forms (sunlight, daylight, tungsten light, fluorescent light, candlelight) and colors (blue, red, orange, green). By manipulating these various types of illumination, some stunning images can be produced. All it takes are some sheets of black, white, and colored cardboard, a role of aluminum foil, an old shower curtain, and a little imagination. Supplies will be made available by the instructor. Students are encouraged to bring their cameras, tripods, and objects to be photographed to class, where plenty of shooting time will be available.

Feb. 18 & 25 (SA); 1-4PM
CRN: 1981   Fee: $99
Room: 6-227
Instructor: Peter Glass

New!
Studio Portrait Lighting
This is a one day intensive session for students looking to learn the art of portrait lighting in studio. Hands-on demonstrations will include the use of strobes and “hot” lights, soft boxes, umbrellas, beauty dishes, and grids. All participants will have a chance to handle the equipment and shoot. (Digital SLR camera required, no point-and-shoot or film cameras).

Feb. 25, (SA); 9AM-5AM, CRN: 1994
OR
March 24, (SA); 9AM-5AM, CRN: 1995
OR
April 28, (SA); 9AM-5AM, CRN: 1996
Fee: $125
Room: 6-232
Instructor: David Archambault
General Information

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

Course Cancellations:
Low enrollment may result in course cancellation. Students may accept a refund or transfer the tuition to another course during that semester. In the event of inclement weather, please check the Weather Line at 860.255.3501 or our website: tunxis.commnet.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 the Community-Technical College Board of Trustees Policy, may be grounds for dismissal.

Parking Policy:
To avoid having to pay a parking fine, please park in student-designated parking lots on the right as you enter campus. Do not park in areas reserved for faculty and staff.

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

Tunxis Community College is located at 271 Scott Swamp Rd., at the intersection of Routes 6 & 177.

Tunxis@Bristol is located at 430 North Main Street in Bristol, in North Side Square (near The Super Natural Market & Deli).

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

www.facebook.com/tunxis

Spring 2012