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 offer over 300 online and on-ground programs.

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.

In Person

Register at Workforce Development & Continuing Education, Founders Hall
Monday-Friday • 8:30AM-4PM

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

Email

Complete registration form (p.22) and include all required VISA, Discover or MC information, plus expiration date, and email to tx-continuing-ed@tunxis.edu.

Fax

Complete registration form (p. 22). Include all required VISA, Discover or MC number & expiration date. Fax to 860.255.3675.
ACCESSIBILITY AND EQUAL OPPORTUNITY

Tunxis Community College is committed to access and equal opportunity. Should you require 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 on the basis of race, color, religion, age, sex, sexual orientation, national origin, ancestry, present or past history of mental disorder, learning disability or physical disability, political beliefs, marital or veteran status, gender identity and expression, genetic information or criminal record in its programs and activities. The College reserves the right to make any necessary changes in the information listed in this publication.

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

Workforce Development & Continuing Education

Fall 2012
Schedule of Programs and Course Offerings

TABLE OF CONTENTS

Allied Health Programs and Courses .......................................................... 3
- Advanced Emergency Medical Technician
- Central Sterile Processing Technician
- Certified Nurse Aide (CNA)
- CNA Competency Exam Review
- CPR
- EKG Technician
- EKG Skills
- Electronic Medical Records
- EMT Basic
- Medical Math
- Office Medical Billing & Coding
- Patient Care Technician (PCT) Certificate
- Pharmacy Technician
- Phlebotomy Technician Certification
- Registered Medical Assistant
- Spanish for Emergency Medical Responders
- Veterinary Assistant

Boating Safety .......................................................................................... 21

Bartending with SMART Certification .................................................. 11

Computer Classes-Online ........................................................................ 10

Development and Fundraising Strategy ................................................. 15

Electrical License Renewal Training ....................................................... 17

Government Accounting ........................................................................ 14

Grant Writing ............................................................................................ 15

Graphic and Multi-media Design (online) ............................................. 10

Motorcycle Rider Education Program .................................................... 18

Online Learning .......................................................................................... 9

OSHA 10 Construction Training ............................................................ 17

Personal Fitness Trainer Certification .................................................... 21

Photography ............................................................................................... 19

Professional Development ......................................................................... 11

Real Estate Principles and Practices ....................................................... 11

Registration Information and Form ......................................................... 22

Smart Board Training ............................................................................... 13

Special Interest Courses ......................................................................... 19

Supervision 101 & 201 Certificates ......................................................... 12

Teacher Training ....................................................................................... 13
Orientation to Health Careers
Lost your job or looking for a career change? Join us on Wednesday, Sept. 5 at 5PM in Room 306. We will discuss health care fields in demand, and jobs and wages in health care.
Please call 860.255.3666 to reserve a seat.

Central Sterile Processing Technician
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. Call 860.255.3666 for an application.

Sept. 22-Dec. 22 (SA); 9AM-Noon • 13 sessions (no class 11/24)
CRN: 4476
Fee: $875 plus text and $25 nonrefundable application fee
Room: 312 • Instructor: Lauren Cascella

Registered Medical Assistant
Fall classes start on Sept. 27
This 10-month day program prepares you to sit for the American Medical Technologists Medical Assistant Exam.

Approximate program cost is $6,450.
Call 860.255.3666 for an application and to reserve your seat.

INFORMATION SESSIONS
Aug. 20 (10AM or 4PM) Room 306
Sept. 12 (10AM or 4PM) Room 306

If you cannot attend one of these sessions, please call Cheryl Conaty, R.N., at 860.255.3670.

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

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain allied health courses or programs. Those with previous convictions may also find it difficult to secure employment within a health care setting.
EMT Training
Call 860.314.4700 to register for all EMT classes below.
Location: Bristol EMS Training Center, 420 North Main Street, Bristol, next to Tunxis@Bristol.
Instructor for all classes: Sharon Kenney and Staff

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.
Sept. 10 – Dec. 12 (M/W); 6-10PM
Plus select 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
This program is accelerated over three days to fast track your recertification process.
Sept. 14, 15, 16 (F/SA/S); 8AM-4PM
OR
Nov. 30, Dec. 1 & 2 (F/SA/S); 8AM-4PM
Fee: $275

New! Spanish for Emergency Medical Responders
In matters of life and death, clear communication is crucial. This 6-week class will help you save precious time so that you can quickly assess a situation and take appropriate action. During this class, you will practice using Spanish to get control and secure a scene, question patients about their symptoms, gather and provide basic information and instructions to the patient, his or her family and other responders.
Sept. 27–Nov. 1 (TH); 6-8:30PM – 6 sessions
Fee: $150 plus text
Location: Tunxis@Bristol
Instructor: Leticia Mangual

New! Medical Math “Ed2Go” Online Course
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.
Six weeks – Offered online monthly (see p. 9 for more info.). • Fee: $109

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Tunxis Community College • Workforce Development & Continuing Education • Fall 2012 Schedule • 4
Certified Nurse Aide (CNA) Classes Begin Sept. 21

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

CNA Program Options
- Day and Evening Program: $900 plus text
- Saturday Clinical Option: $950 plus text
All program options have a $35 nonrefundable admin. fee.

Call 860.255.3666 to receive more info. or a CNA application packet.

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 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.

Oct. 12, 19, 26 (F); 4-9PM
CRN: 4471
OR
Nov. 2, 9, 16 (F); 4-9PM
CRN: 4472

Fee: $279
Room: 202
Instructor: Liz Cricco, LPN

CNA One-on-One Exam Review
Students will need to review textbook, take a practice written test and complete five hours of clinical skills review.
Fee: $299 plus text

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

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:

- 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)

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

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

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.

Sept. 10 – Dec. 17 (M); 5:30-9PM
14 sessions (no class Oct. 8) – 4.9 CEUs
CRN: 4470 Fee: $899 plus text
Room: 202
Instructor: Mark Rouleau
National Healthcareer Association (NHA) exam fee of $105 not included in course fee.

EKG & Pulse Oximetry Skills

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

Oct. 18 – Nov. 15 (TH); 5:30-8:30PM
5 sessions – 1.5 CEUs
CRN: 4473 Fee: $279 plus text
Room: 310
Instructor: Mark Rouleau

Office Medical Billing & Coding (102 hours)

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-4 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.)

Sept. 6 – Nov. 15 (TU/TH); 5:30 – 8:30PM
(No class Oct. 4 and Nov. 8.)
Room: 312 • Instructor: Susan Smith

Software Navigation and Use (42 hrs.)

Nov. 20 – Dec. 20 (TU/W/TH); 5:30-8:45PM
(no class 11/21 & 11/22)
CRN: 4475
Fee: $1,949 plus text
Location: Tunxis@Bristol
Instructor: Lynn Kowal

Electronic Medical Health Records

This course introduces the student to the basics of medical records management. Students will have the opportunity to put administrative skills learned in previous coursework into practice in a simulated medical office using electronic health care records.

Jan. 5, 12, 19 (SA); 9AM-2PM
Fee: $239
Room: 313
Instructor: Lynn Kowal

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

This 160-hour program provides classroom theory and clinical lab instruction. Students who successfully complete the course are eligible for externships at UConn Health Center. Students are eligible to sit for the National Healthcareer Association certification exam.

Classes start September 17.

Day Program: M/T/W; 9AM-2:15PM
Evening Program: M/T/W; 5:30-9PM

Fee: $1,800 plus $35 nonrefundable administrative fee.
NHA exam fee ($105) and textbook not included.
Instructor: Kim Kiriluk, CPT

To receive an application packet call 860.255.3666.

Veterinary Assistant Program
42 hours classroom/24 hours clinical

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

Sept. 26–Dec. 19 (W); 6-9PM
(no class 11/14 or 11/21; makeup Mon., 11/19)
CRN: 4477

Fee: $759 plus text and navy blue scrub top
Room: 6-127
Instructor: Tim Burns, VT

Phlebotomy Refresher

Contact Cheryl Conaty, R.N. at 860.255.3670 or cconaty@tunxis.edu

Approved for WIA Funding

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

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain allied health courses or programs. Those with previous convictions may also find it difficult to secure employment within a health care setting.
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.** Please call 860.255.3666 for an application.

**Sept. 17 – Nov. 28 (M/W); 6-9PM**
20 sessions (no class 10/8 and 11/21)
CRN: 4474
Fee: $949 plus text and $25 nonrefundable admin. fee
Room: 313 • Instructor: Kathryn Canzonetti, CPhT

Dental Front-Office Certificate

Train for an entry-level position in the dental field. This 9-week program (80 hours) will familiarize you with dental terminology, equipment and procedures. Develop computer skills to create patient letters, referrals and recalls, and manage patient accounts and inventory. Gain experience using Dentrix software to manage patient information; schedule appointments; maintain patient records and bill for services.

**Oct. 2–Dec. 4 (TU/TH); 6-9:30PM**
Fee: $925 plus text
CRN: 4515 • Room: 313 • Instructor: Beth Deegan

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.

**Oct. 12 (F); 10AM-Noon**
CRN: 4480  Fee: $75
Room: 6-127

**CPR BLS for Health Care Professionals**

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

**Nov. 16 (F); 9AM-Noon**
CRN: 4478  Fee: $89
Room: 6-127

**Instructor for both CPR courses: Lou Brockett**

Approved for WIA Funding

Tunxis Continuing Education offers a number of Workforce Investment Act (WIA) approved programs that are funded through the CT Department of Labor. To see if you qualify call: New Britain CT Works 860.223.0889
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 are $109 unless otherwise noted.**

1. Visit our Online Instruction Center (see screen shot above): [ed2go.com/tunxis](http://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 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 e-mail 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.

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

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
- 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
- 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

Classes begin monthly with start dates of September 19, October 17, and November 14.
For more information call 860.255.3666.
PROFESSIONAL DEVELOPMENT

Real Estate

Principles and Practices of Real Estate

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 66 hour course in addition to a 70% grade on the final exam to meet state licensing requirements.

Sept. 24 – Dec. 12 (M/W); 9:30AM-12:30PM
(no class 10/8 and 11/21)
CRN: 4483 • Instructor: Heidi Matusik
Fee: $485 plus text • Room: 312
OR
Sept. 24 – Dec. 12 (M/W); 6-9PM
(no class 11/22)
CRN: 4484 • Instructor: Edward Freeman
Fee: $485 plus text • Room: 312

All real estate courses are approved by the Real Estate Commission under the auspices of the Real Estate Consortium of CT Community Colleges. Therefore, approved courses for Tunxis Community College can be found at the DCP website under the title of Real Estate Consortium of CT Community Colleges.

Approved for WIA Funding

Learn how to serve responsibly!

Professional Bartending with SMART Certification

This professional bartending course includes state and national SMART certification (Servers and Managers Alcohol Responsibility Training) recognized by the Connecticut Department of Liquor Control and police departments. Learn to serve responsibly, to spot signs of intoxication, and to respond appropriately. Students learn to make over 100 drinks. Instruction includes opening and closing procedures, product knowledge, speed of preparation, and people skills.

Sept. 29 & Oct. 6 (SA); 9AM-5PM
CRN: 4481
OR
Dec. 1 & 8 (SA); 9AM-5PM
CRN: 4482
Fee: $239 plus materials (Materials fee of $35 is payable to the instructor at the first class.)
Room: Cafeteria
Instructor: Paul Rich

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

Approved for WIA Funding
Supervision 101: Survival Skills for First-Time Supervisors

This five-session certificate program is designed to provide 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 •

Sept. 17 – Oct. 22 (M); 6-9PM – No class Oct. 8
CRN: 4486 Fee: $239
Room: 311 • Instructor: Anne Peck

Supervision 201: Developing the Skills to Grow from Supervisor to Leader

Develop and improve leadership skills that enhance your contribution to the success of your organization. This five-session certificate program is designed to provide managers and supervisors with the necessary expertise to build and improve their leadership skills to get the results they need to be effective.

This interactive workshop focuses on:

• Identifying and evaluating various leadership styles and their effectiveness •
• Effectively adapting leadership styles to specific situations and people •
• Empowering and involving the team for greater motivation and interaction •
  • Developing skill strategies to manage upward effectively •
  • Managing conflict and negotiating to win •
  • Managing multiple priorities •
  • Becoming results-oriented •
  • Learning to focus and work smart •
• Setting, adjusting, prioritizing and achieving measurable goals •
• Discovering incentives to create continuous improvement and change •
• Developing an action plan to grow the team by overcoming obstacles •

Nov. 5 – Dec. 3 (M); 6-9PM – No class Oct. 8
CRN: 4487 Fee: $239
Room: 311 • Instructor: Anne Peck
PROFESSIONAL DEVELOPMENT

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
Oct. 2, 9, 16 & 23 (T); 4:30–8PM
Fee: $145
Location: Tunxis@Bristol
Instructor: Sue Weber

Advanced SMART Board
Prerequisite – SMART Board 201 or knowledge of basic understandings of how to use SMART Board and basic use of the program SMART Notebook.
Oct. 4, 11, 18 & 25 (TH); 4:30–8PM
Fee: $145
Location: Tunxis@Bristol
Instructor: Sue Weber

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

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; using positive reinforcement to create improvement; and putting learned skills into action.
Oct. 23 – Nov. 13 (T); 6-9PM
Fee: $120
Location: Tunxis@Bristol
Instructor: Anne Peck

Storytelling for Teaching
(1.2 CEUs)

Make learning exciting and have fun at the same time. We tell stories all day—why not include more stories in your teaching day? Stories help children learn how to write better, understand character development, follow plot, and become creative. Come improve your storytelling skills while making them integral to your class curriculum.
Sept. 27, Oct. 4 & 11 (TH); 4:30–7:45PM
Fee: $105
Location: Tunxis@Bristol

The courses above are offered at Tunxis’ Bristol facility, Tunxis@Bristol, 430 North Main St., Bristol. For more information, call: 860.314.4700.
Substitute teachers are in demand in every school district in CT! Skilled substitute teachers can have a significant, positive impact on education quality. Whether you are currently substituting, retired, or seeking a second career, this hands-on workshop is for you. Completion of this course can give you the experience and confidence to pursue a career in teaching. Create a positive impact as a skilled professional by learning to: manage challenging classroom behavior situations effectively; avoid the seven traps that cause educators to lose power; master the use of a resource kit; implement effective teaching strategies; present stimulating lessons and fill-in activities; provide low-cost/no-cost motivators to develop cooperative learning; and be informed about legal issues, safety procedures, and other must-know essentials. This workshop is designed for anyone interested in becoming a substitute teacher, including those who wish to strengthen their classroom skills or explore teaching as a future career, paraprofessionals who want to gain confidence and classroom expertise, first-year teachers who wish to enhance their classroom skills, and those who want to enhance their teaching skills and confidence level in a training situation (volunteer, scouting).

Substitute Teacher Training – Become More Effective in the Classroom

Sept. 25 – Oct. 16 (T); 6-9PM
CRN: 4485 • Fee: $179 plus text
Location: Tunxis@Bristol
Instructor: Anne Peck

Government Accounting – Part 1
(CPE* Credits Available)
Suitable for accounting, auditing and financial professionals in state and municipal government, this five-week course provides an introduction to accounting for governmental funds. Part 1 will cover budgetary accounting, which is required for the General Fund and special revenue funds. Accounting for other funds, such as special revenue, capital projects and debt service will also be covered. Students will learn about basic accounting functions such as recording revenue, expenditures, budgets, encumbrances and get an introduction to external financial reporting through the Comprehensive Annual Financial Report (CAFR).

Sept. 19–Oct. 16 (W); 9AM–12PM
5 sessions
Fee: $300 (includes text)
Location: Tunxis@Bristol
Instructor: Harry Colvocoresses

QuickBooks 2010 – 15 hours
(CPE* Credits Available)
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, and enter and pay bills.

Oct. 10-24 (M/W); 6–9PM
Fee: $195 includes text
Location: Tunxis@Bristol
Instructor: Jan Gyurko

*CPE - Continuing Professional Education
Winning Grant-Writing Skills: The Basics

This workshop is intended for individuals with no or limited grant-writing experience. Topics covered include: grant terminology; the difference between grant-writing and fundraising; determinants of project fundability, sources of grant funding; efficient grant research; effective proposal development; cultivating potential grant funders; understanding the difference between goals, objectives, and outcomes; and the basic components of grant proposals. This workshop will include exercises in which participants construct aspects of a grant proposal, and is applicable for individuals employed in either the public or private sector.

Oct. 12 (F); 9AM – 4PM
Fee: $85
Location: Tunxis@Bristol • Instructor: Wendi Fralick

Developing a Development Plan and Fundraising Strategy

Development plans can serve as useful guides to create, assess and modify fundraising strategies of nonprofit organizations. This course will address the components of a development plan, including how to write a plan that furthers your organization's mission and vision, creating goals that can serve to guide your organization's development department, and strategies to implement the plan once completed. In addition, it will address various traditional and nontraditional fundraising strategies that organizations can incorporate in their development plans as well as their overall development strategies, including annual appeals, grant writing and collaborative efforts with for-profit companies. This course is most appropriate for executive directors and development staff. Board directors are also welcome.

Oct. 26 (F); 9:30AM–3:30PM
Fee: $85
Location: Tunxis@Bristol • Instructor: Wendi Fralick

The courses above are offered at Tunxis’ Bristol facility, Tunxis@Bristol, 430 North Main St., Bristol.
For more information, call: 860.314.4700.
Tunxis@Bristol Professional Development Workshops

These one- and two-day workshops are offered at Tunxis@Bristol, 430 North Main St., Bristol. Class will meet from 9AM to 4PM. Call 860.314.4700 for more information, pricing and to register.

- **Beyond the Basics of Word** Sept. 14
- **Managing Disagreement, Conflict & Confrontation** Sept. 17
- **Time Out! Powerful Time Management** Sept. 18
- **Interpersonal Communication** Sept. 19 & 20
- **Mobile Devices for the Workplace** Sept. 21
- **Dealing Positively With Anger and Frustration** Sept. 24
- **Making the Most of Windows** Sept. 25
- **Collaborative Negotiation** Sept. 25 & 26
- **Boost Your Brain Power** Sept. 28
- **Tweaking Your Confidence to Overcome Public Speaking Fears** Sept. 28
- **Forty Bare Essentials & Golden Rules for Business Writing** Oct. 2
- **Key Communication Skills in the Workplace** Oct. 5
- **Excel Formulas & Functions** Oct. 9
- **Winning Grant-Writing Skills: The Basics** Oct. 12
- **Managing Multiple Priorities When Resources are Scarce and Teams are Lean** Oct. 15
- **Conducting Effective Meetings and Brainstorming** Oct. 16
- **Developing the Leader Within** Oct. 19
- **Mastering Office Politics** Oct. 22
- **Master Shortcuts for Speed Computing** Oct. 23
- **How to Write a Masterful Public Presentation** Oct. 26
- **Communication Skills and Productive Relationships** Nov. 2
- **Staying Cool Under Pressure** Nov. 2
- **Grammar Tips and Tricks** Nov. 5
- **Organizing Your Work Area** Nov. 8
- **Discovering Your Creative Genius** Nov. 30

**Need something else?**
Programs can be customized for your needs: classes are designed for staff or managers, at your facility or ours, at a time most convenient for everyone. For one low price, you can train 5 or 50 employees.

Call 860.314.4700 for more information.
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.

Oct. 19 & 20 (F, 5-9 PM & SA, 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@tunxis.edu for more information.
Motorcycling is one of the most exciting forms of transportation. You are totally responsible for every action taken — from timing each shift to keeping a keen eye out for other motorists. To understand these responsibilities, a CT Motorcycle Rider course is the place to start. Expert instruction is offered to both the beginner and the experienced rider. Students must have the ability to ride a bicycle. A 10% insurance discount, and exemption from the CT Department of Motor Vehicles (DMV) on-cycle skills test, are bonuses of the program.

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

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

**Farmington & East Granby sites**
call 860.255.3671

**Fairfield & Stratford sites**
call 860.255.3681

**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)

**IMPORTANT! NO EXCEPTIONS.**
Motorcycle course fees are nonrefundable. Select your class dates carefully to ensure your ability to attend ALL SESSIONS of your class, on time. Any absence or tardiness will require you to register for another course, pay again, and start over. If you know you will miss a session due to a vacation, wedding, work, etc., **DO NOT** enroll in that class; please choose another.

Visit ride4ever.org to prepare for your course (download course manual and study questions in advance), access safety information, and learn all the latest news. Also, watch the Basic Rider Course 5-minute video, a summary of the training program.
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," "Lightroom 4," "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.

Sept. 6 – 27 (TH); 6-9PM – 4 sessions
Fee: $145
Location: Tunxis@Bristol
Instructor: Eric Dreeke

Basic Level-2: Applied Creative Photography
In Basic Level-1 you learned how to use your digital camera. Now it’s time to practice what you’ve learned in this hands-on course. The first class begins with a review of the 35mm digital camera and discussion of the indoor and outdoor locations you will be photographing. Practical field training and demonstrations of depth-of-field, aperture and speed priority settings, ISO control, lens speeds, understanding telephoto vs. wide angle lens, image composition, understanding the “quality of light” and how it affects the mood of a picture, time exposures vs. motion capture, capturing textures, surface reflections, and more will all be emphasized and explored. An entire class session will be dedicated to reviewing student images and discussing the do’s and don’ts of producing a specific photographic look or mood and finding your style. Images from professional photographers will be used as visual examples during an extensive Q and A wrap-up. Prerequisite: Basic Level-1 or permission of the instructor based on portfolio review and interview.

Sept. 29 – Oct. 20 (SA); 10AM-1PM – 4 sessions
Fee: $145
Location: Tunxis@Bristol for first class only
Instructor: Eric Dreeke
SPECIAL INTEREST COURSES

Basic Level-3: Digital Image Control Using Photoshop Elements 10

A big 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.

Nov. 3, 10 & 17 (SA); 9AM -2 PM
Fee: $145
Location: Tunxis@Bristol
Instructor: David Archambault

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.

Sept. 7 – Nov. 9 (F); 6:30-9:30PM – 10 sessions
Fee: $229 (Approximate materials expenses: $100)
Room: 6-222
Instructor: Eric Dreeke

For instructor biography, portfolio, and student gallery, visit tunxis.edu/cephoto.
Call 860.314.4700 for more information.
Personal Fitness Trainer Certification

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

**Oct. 6 – Nov. 10 (SA); 9AM-4PM**  
CRN: 4488  
Fee: $549 plus text; $25 lab fee payable to Go Health & Fitness Center.  
Room: 213 and Go Health & Fitness Center*  
Call to order your textbook (888.330.9487) and start reading immediately.

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

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

FREE!  
**Personal Fitness Training ONLINE Information Session**  
Sept. 14 (F); 12PM  
Please call 860.255.3666 to obtain your password.

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.  
**Sept. 24, 26, Oct. 1 & 3 (M/W); 6:30-9PM**  
CRN: 4489  
Fee: $20 nonrefundable  
Location: Tunxis@Bristol
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.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.

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 tunxis.edu/directions.

Tunxis Community College is located at the intersection of Routes 6 & 177: 271 Scott Swamp Road, Farmington, CT

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

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

- 10-month program (see page 3)
- Hands-on labs and clinical externships
- Approved by the American Medical Technologists (AMT)

Information Session:
September 12
at 10 a.m. or 4 p.m.

Classes begin Sept. 27
Call 860.255.3666