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.26) 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 • 9AM-4PM

Mail

Registration form (p. 26) & 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.26) and include all required VISA, Discover or MC information & expiration date.

Email: tx-continuing-ed@tunxis.edu.

Fax

Complete registration form (p. 26). Include all required VISA, Discover or MC number & expiration date. Fax to 860.255.3675.
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**ACCESSIBILITY AND EQUAL OPPORTUNITY**

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

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

- Phone: 860.255.3666
- Fax: 860.255.3675
- Email: tx-continuing-ed@tunxis.edu
- Online: tunxis.edu
Orientation to Health Careers
Lost your job or looking for a career change? Join us on Friday, January 11 at 5PM in Room 306. We will discuss health care fields in demand, and jobs and wages in health care.
Please email tx-continuing-ed@tunxis.edu 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.
Feb. 9-May 11 (SA); 9AM-Noon • 13 sessions (no class 3/30)
CRN: 2379
Fee: $875 plus text and $25 nonrefundable application fee
Room: 312 • Instructor: Lauren Cascella

Registered Medical Assistant
Classes run every spring and fall.
• This 10-month day program prepares you to sit for the American Medical Technologists Medical Assistant Exam.
• Approximate program cost is $6,450.

Email tx-continuing-ed@tunxis.edu for a RMA application packet.

INFORMATION SESSIONS
Available Monthly!

Call Cheryl Conaty, R.N., at 860.255.3670 to reserve your seat and for more information.

Tunxis 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.
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).

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.

Feb. 13–May 15 (M/W); 6-10PM
Plus select Saturdays
Fee: $695 (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.

March 1–3 (F/SA/S); 8AM-4PM
OR
June 7–9 (F/SA/S); 8AM-4PM
Fee: $275

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Plus select Saturdays
Fee: $695 (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.
Classes Begin February 1

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

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

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

CNA Competency Exam Review
This review 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 L.P.N. or R.N. education program

Review covers geriatric resident care and the role of the CNA, and skills practice in a supervised lab.

March 8, 15, 22 (F); 4-9PM
CRN: 2380 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.

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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.

Feb. 4 – May 13 (M); 5:30-9PM
14 sessions (no class Feb. 18) – 4.9 CEUs
CRN: 2381  Fee: $899 plus text
Room: 202
Instructor: Clifford Deane
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, this course includes classroom and hands-on experience. Learn basic skills in administering a 12-lead EKG and pulse oximetry measurement. It is appropriate for nurse aides and those preparing for patient care technician (PCT) positions. Students should read the first two chapters of the text prior to the start of class. Please note: This course does not prepare you to become an EKG technician. You must attend all sessions to receive a certificate of completion.

Jan. 31- March 7 (TH); 5:30-8:30PM
5 sessions – 1.5 CEUs (no class Feb. 21)
CRN: 2382 Fee: $279 plus text
Room: 310
Instructor: Mark Rouleau

Electronic Medical Health Records

This course is designed for those who work in medical in this field. The class introduces students to 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 office using electronic health care records.

Jan. 5, 12, 19 (SA); 9AM-2PM
CRN: 2383  Fee: $239
Room: 313
Instructor: Lynn Kowal

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 February 4.

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

Fee $1800 plus $35 nonrefundable admin. fee and materials
Instructor: Kimberly Kiriluk, CPT
NHA exam fee ($105) not included.

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

Phlebotomy Refresher

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

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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.
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.
Feb. 13 – May 15 (W); 6-9PM
CRN: 2384
Fee: $759 plus text and navy blue scrub top
Room: 6-127
Instructor: Tim Burns, VT

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.)
Feb. 5 – April 11 (TU/TH); 5:30 – 8:30PM
Room: 312 • Instructor: Susan Smith

Software Navigation and Use (42 hrs.)
April 16 – May 15 (TU/W/TH); 5:30-8:45PM
CRN: 2385
Fee: $1,949 plus text
Room: 313
Instructor: Lynn Kowal

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
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.

Feb. 4 – April 15 (M/W); 6-9PM
20 sessions (no class Feb. 18)
CRN: 2389
Fee: $949 plus text and $25 nonrefundable admin. fee
Room: 313 • Instructor: Sara Miller, RPhT

Please email tx-continuing-ed@tunxis.edu for an application or for more information

Dental Front-Office Certificate

Train for an entry-level position in the dental field. This 10-week program 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.

Feb. 5 – April 11 (TU/TH); 6-9:30PM
Fee: $925 plus text
CRN: 2386 • 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.

March 15 (F); 10AM-Noon
CRN: 2387 Fee: $75
Room: 6-127
Instructor: Lou Brockett

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 26 (F); 9AM-Noon
CRN: 2388 Fee: $89
Room: 6-127
Instructor: Lou Brockett

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.

**REQUIREMENTS:**

All Ed2Go courses require a student to have Internet access, an email address, and a compatible web browser such as Internet Explorer, Safari or Firefox. Some courses may have additional requirements.

1. Visit our Online Instruction Center (see screen shot above): [ed2go.com/tunxis](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 email address and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your email address and the password you selected during enrollment.
TUNXIS ONLINE EDUCATION

Classes begin monthly with start dates of January 16, February 20, March 20, and April 17.
For more information call 860.255.3666.

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

Basic Computer Literacy
Microsoft Windows
Microsoft Word
Microsoft Access
Microsoft Excel
Microsoft PowerPoint
Microsoft Publisher
Introduction to the Internet

Business & Management
Accounting Fundamentals
Administrative Assistant Fundamentals
Building Teams that Work
Fundamentals of Supervision & Management
Grant Writing and Proposals
Marketing Your Business
Project Management Fundamentals
Understanding the Human Resource
Business and Marketing Writing

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

Graphic & Multi-Media Design
Creating Web Pages
Creating Wordpress Web Pages
Designing Effective Websites
Dreamweaver
Flash
InDesign CS5
Introduction to PHP and MySQL
Adobe Illustrator

Health Care
Human Anatomy and Physiology
Intro to Natural Health & Healing
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
Keys to Effective Communication
Interpersonal Communication

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
Teaching Students with ADHD
The Creative Classroom

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

Writing & Publishing
Beginning Writer’s Workshop
Writing Essentials
Grammar Refresher
The Keys to Effective Editing
Introduction to Internet Writing
Write and Publish Your Nonfiction Book
Writing for Children

ALL COURSES ON THIS PAGE ARE OFFERED ONLINE.

Tunxis Community College • Workforce Development & Continuing Education • Spring 2013 Schedule • 10

For more information call 860.255.3666.

TUNXIS ONLINE EDUCATION

ALL COURSES ON THIS PAGE ARE OFFERED ONLINE.
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 course in addition to a 70% grade on the final exam to meet state licensing requirements.

Feb. 25 – May 8 (M/W); 9:30AM-12:30PM
CRN: 2390 • Instructor: Dick Gumpert
Fee: $485 plus text

OR

Feb. 26-May 9 (TU/TH); 6-9PM
CRN: 2391 • Instructor: Dick Gumpert
Fee: $485 plus text

Location: Tunxis@Bristol
Instructor: Dick Gumpert

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.

Feb. 16 & 23 (SA); 9AM-5PM
CRN: 2392

OR

April 20 & 27 (SA); 9AM-5PM
CRN: 2393

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.
NEW! Essential Computer Skills

In today’s world, those without necessary computer and modern office skills may be left out in the cold. This program covers MS Office skills in Windows—file and folder management, Word, Excel, PowerPoint and more.

March 11–28 (M-TH); 1-4PM
CRN: 2394 • Fee: $359 plus text
Room: 313
Instructor: Jan Gyurko

NEW! Introduction to using Microsoft’s WAIK, MDT2012 and WDS

Learn the basics of Microsoft’s new Image Deployment Technologies. Students will complete the following tasks in class.

- Create and test a bootable Windows Pre-Installation Environment (WinPE); Windows 7’s alternative to DOS boot floppies •
- Build a custom Windows 7 OS image using Microsoft Deployment Toolkit 2012 (MDT 2012), and Windows Deployment Service (WDS) •
- Microsoft Deployment Toolkit 2012(MDT 2012), Windows Deployment Service (WDS) •
- Learn the advanced features of MDT 2012 that can make your deployments easier (driver store and selection profiles) •
- Create and manage a WDS server, the Windows 7 alternative to RIS •
- Building custom answer files using the new Windows System Image Manager (WSIM) •

March 16 – April 20 (S); 10AM-1PM
CRN: 5000 • Fee: $699
Room: 313
Instructor: Luis Neves
**Supervision 101: Survival Skills for First-Time Supervisors**

This five-session certificate program is designed to provide the skills necessary to become a more highly effective supervisor. Supervisor training can give you a 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 become assertive leaders who get results, use effective problem-solving and decision-making techniques, and effectively deal with challenging people and situations.

Feb. 19 – March 19 (TU); 6-9PM
CRN: 2395  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 effectively adapting leadership styles to specific situations and people, empowering and involving the team for greater motivation and interaction, resolving conflict, managing multiple priorities, and developing an action plan to achieve measurable results.

March 26 – April 23 (TU);  6-9PM
CRN: 2396  Fee: $239
Room: 311
Instructor: Anne Peck

**NEW! Marketing Yourself for Today’s Changing Workplace**

The world of work is quickly changing and it requires a new marketing methodology and plan of action to get the job or promotion that you want and deserve. Discover your career skills and strengths and learn how to promote them more effectively. Discover your challenges and gaps and develop the competencies needed to enhance your career opportunities. Market yourself more effectively and ensure job success by differentiating between effective and ineffective career readiness skills; discovering and implementing valued team interaction skills; creating an action plan to improve marketability; and developing a portfolio to market your skills.

April 3 - 24 (W); 6-9PM (no class April 17)
CRN: 2397 • Fee: $179
Room: 311 • Instructor: Anne Peck

**Sexual Harassment Awareness, Prevention, and Response**

Sexual harassment awareness involves specific understanding of sexual harassment as illegal workplace discrimination. It is a serious problem that weakens workplace morale, professionalism and productivity. If misunderstood or not appropriately addressed, sexual harassment also creates significant legal and financial liability for organizations.

This seminar will help supervisors and managers understand their responsibility to ensure a mutually respectful workplace and harassment-free work environment. It will enhance their knowledge of how sexual harassment is defined under state and federal law, how to prevent it and how to respond if it occurs. The training session fulfills state and federal requirements for sexual harassment training for supervisors and managers.

Jan. 8 (T); 9-11:30AM
Fee: $50  •  Location: Tunxis@Bristol  •  Instructor: Deanne Shapiro

The course above is offered at Tunxis@Bristol, 430 North Main Street, Bristol. For more information, call: 860.314.4700.
The courses above are offered at Tunxis@Bristol, 430 North Main St., Bristol. For more information, call: 860.314.4700.
Computer Skills Workshop Series

A series of three hands-on workshops (three hours per workshop) aimed at boosting your skills in Microsoft Outlook, Word and Excel. Each session will be customized to the participants’ current skill level and how they use each computer program. The course will increase understanding of software tools and provide faster and more efficient methods of accomplishing tasks. Sample files and exercises will offer participants the opportunity to practice and improve as they learn to format, automate functions, use styles and graphics, and more.

Jan. 10, 17, 24 (TH); 9AM-Noon
Fee: $145
Location: Tunxis@Bristol
Instructor: Jan Gyurko

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.

Feb. 11–27 (M/W); 8-11AM (No class Feb. 18)
or
Feb. 11–27 (M/W); 6–9PM (No class Feb. 18)

Fee: $195 plus text
Location: Tunxis@Bristol
Instructor: Jan Gyurko

*CPE - Continuing Professional Education

The courses above are offered at Tunxis@Bristol, 430 North Main Street, Bristol.
For more information, call: 860.314.4700.
Business Writing with Style and Impact

This six-hour workshop focuses on how to write messages that are clear, concise and action-oriented. You will learn how to write for shared understanding across your organization. Writing exercises are designed to help ensure smooth hand-offs from one committee or department to the next. You will use actual memos and proposals, project reports, white papers – even email you are preparing to send to your colleagues – while participating in classroom and small group discussion. You will discuss what works and what doesn’t.

For example:

• Brainstorm ideas and “frontload” your writing process so that you produce documents more quickly
• Learn how to concisely phrase bullets so that they are not only scannable but also effective in prompting action from the reader
• Apply a document structure that makes your message more easily understood and puts the action items upfront so your reader responds.

If possible, participants should bring an actual draft of a job-related document they are working on (memo, white paper, report, etc.; not a résumé). We will also generate documents in class.

Jan. 16 (W); 9AM–3:30PM
Fee: $95
Location: Tunxis@Bristol • Instructor: Mike Jordan-Reilly

The course above is offered at Tunxis@Bristol, 430 North Main St., Bristol.
For more information, call: 860.314.4700.
C, L, T, PV License Required

Electrical Training for 2013

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, PV 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.

Classes meet 8AM–noon, except as noted.

Your Choice: Jan. 25 (Fri.), Feb. 13 (Wed., 5-9 PM), Feb. 23 (Sat.), March 16 (Sat.), March 20 (Wed., 5-9 PM), April 10 (Wed., 5-9 PM), April 19 (Fri.), May 4 (Sat.), May 17 (Fri.), May 31 (Fri.), June 8, (Fri.), or July 19 (Fri.)

Location: Tunxis@Bristol
Fee: $55

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.

Feb. 22 & 23 (F, 5-9 PM & SA, 8AM-3PM) or April 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 email tx-bcc@tunxis.edu for more information.

The courses above are offered at Tunxis@Bristol, 430 North Main Street, Bristol. For more information, call: 860.314.4700.
NEW!
Continuing Education for Plumbers
5-hour workshop
For P2 and J2 Plumbers

All plumbers are required by the state of Connecticut to take continuing education credits each year to maintain their license. Our Plumbers 2013 program includes; gray water recoveries, NFPA 58, rainwater harvesting, state regulations, OSHA and more.

Class meets 8AM–1:15PM
Your Choice: Jan. 26 (Sat.), Feb. 15 (Fri.), March 2 (Sat.), March 22 (Fri.), April 26 (Fri.), April 27 (Sat.), May 10 (Fri.), or May 31 (Fri.)

More workshops are scheduled throughout the summer and fall.
Location: Tunxis@Bristol
Fee: $85
Call 860.314.4700 to register

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NFPA 70E Arc Flash Compliance

Regulation: Gen Ind. Subpart S 1910.301 & Construction – Subpart K 1926.4
The NFPA 70E is a work standard published by the National Fire Protection Association (NFPA).

The course provides:
• An overview of the NFPA 70E Standard OSHA 1910, subpart S, IEEE 1584 & OSHA 1910.147
• Employer & employee requirements

Feb. 20 or April 17
Fee: $199
Location: Tunxis@Bristol
Instructor: David Stevens

The courses above are offered at Tunxis@Bristol, 430 North Main Street, Bristol.
For more information, call: 860.314.4700.
Largest Program in Connecticut!

Courses available 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 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 2013 Motorcycle Rider schedule of dates/times and registration information, or visit tunxis.edu/motorcycle.

For more information, call 860.255.3671 or 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.

ride4ever.org
Visit ride4ever.org to prepare for your course (download course manual and study questions in advance), access safety information, and learn all the latest news. Also, watch the Basic Rider Course 5-minute video, a summary of the training program.
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 awhile, you will benefit from this class. Learn how to take full advantage of your camera’s capabilities. Topics include: camera handling, use of different lenses, filters, depth-of-field, shutter speeds, flash photography, tripods, and composition. Join us in an informal atmosphere with emphasis on the individual needs of each student. Students will need a 35mm SLR digital camera with manual controls.

Jan. 31 – Feb. 21 (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.

March 2 –23 (SA); 10AM-1PM – 4 sessions
Fee: $145
Location: Tunxis@Bristol for first class only
Instructor: Eric Dreeke

The courses above are offered at Tunxis@Bristol, 430 North Main Street, Bristol. For more information, call: 860.314.4700.
Basic Level-3: Digital Image Manipulation Using Photoshop Elements 10

A big misconception 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 photographer’s perspective, 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.

April 6, 13 & 20 (SA); 9AM -2 PM
Fee: $145
Location: Tunxis@Bristol
Instructor: David Archambault

The course above is offered at Tunxis@Bristol, 430 North Main Street, Bristol. For more information, call: 860.314.4700.

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.

Feb. 7 – April 19 (F); 6:30-9:30PM – 10 sessions (no class March 29)
Fee: $229 (Approximate materials expenses: $100)
Room: 6-222
Instructor: Eric Dreeke
NEW! Digital Photography Boot Camp

In this intense two-and-a-half-day course, you’ll learn how to use your digital camera, how to photograph indoors with available light, and how sunlight at various times of the day affects your photos when you shoot on location. Understanding quality of the light at different times of the day and knowing how to control your camera’s settings at these various times is tied directly to how your images of people, places, and things will turn out.

Photographing with a digital camera is both easy and confusing at the same time. With extensive menu options to set before you actually take a photo, even on “auto,” it’s important to be in total control of your camera and understand specific controls. On day one, you will be guided through a series of easy-to-understand steps and indoor location demonstrations, including setting menu options for specific situations, auto focusing vs. manual, ISO settings, JPEG vs. RAW, how to choose the best lens for the situation, and choosing the right settings for different light situations. You will have plenty of opportunities practicing with your own camera.

On day two, you will go on location and be shown “how-to-see” around the image, learn about light and shadows, shown how to alter the light in most situations, and how getting closer and changing your camera position to your subject can change the final image.

The first half of the final day, students will select a variety of images (6-10) to be presented to the class for review, critique, and a Q & A session. Composition, f/stop, lens speed, color temperature of light, angle of camera and many other important elements and controls of photography will be used to discuss the images. The second half of the morning will be dedicated to demonstrating to the class the power of digital manipulation and image control. Using a select grouping of student images, the instructor will demonstrate perspective control, cloning, correcting for white balance, masking, image sharpening, and other important tools used in the final step of digital photography.

Jan. 9-11 (W&TH, 9AM-4PM, F, 9AM – Noon)
or
April 15-17 (M&T, 9AM-4PM, W, 9AM – Noon)
Fee: $169
Location: Tunxis@Bristol
Instructor: Eric Dreeke

The course above is offered at Tunxis@Bristol, 430 North Main Street, Bristol. For more information, call: 860.314.4700.
NEW! **Certified Pediatric Babysitting Course: Medic First Aid**

This two-day, 8-hour course includes specific first aid and prevention topics, one-rescuer adult and pediatric CPR, foreign-body airway obstruction and other babysitting-related topics.

Designed for those students aged 11-17 who plan to babysit. Cost includes: textbook, practical and written exams, Patho-Shield Plus key chain, and course completion cards.

Feb. 15 & 16 (F, 4-8PM & SA, 10AM-2PM) OR
April 12 & 13 (F, 4-8PM & SA, 10AM-2PM)
CRN: 2400
Fee: $95 • Room: 6-127
Instructor: Lou Brockett

NEW! **Watercolors Made Easy**

Interested in painting? These watercolor workshops are held for anyone interested in watercolor. Previous experience in art or painting is not necessary. Painting finished in one day. Easy, fun, and rewarding! Please bring lunch and a drink.

March 16 (S); 10AM-3PM
CRN: 2401
OR
April 20 (S); 10AM-3PM
CRN: 2402
Fee: $75 (includes materials)
Room: 311 • Instructor: Rose Ann Pianka

NEW! **The Lost Decade: Financial Planning in Uncertain Markets**

Are you between the ages of 45 and 75 and want to answer the question “What do I do now?” This comprehensive personal finance course based on recent academic research is designed for those in the early stages of retirement or those about to retire. It will walk you through difficult retirement decisions such as asset allocation, income planning and pitfalls to avoid. You will receive financial tools to help you better understand risk, taxes, budgeting, and estate planning.

Feb. 12 – 26 (TU); 6:30-8:30PM
CRN: 5001 • Fee: $79 (includes materials)
Instructor: Dylan Cowen, the Richness of Life Institute
NEW!

Fifty Shades of Publishing: How to Publish Your Book

Do you have a manuscript that you would love to publish? Don’t miss this opportunity to learn how to self-publish and market your book. Topics include an overview of the history of publishing; the business and technology of publishing; book design aspects such as cover, spine, binding, and paper stock; production timelines; and marketing issues such as how to set up signing and reading tours, arrange for book reviews, and create a successful retail distribution.

April 19 (F); 5:30-9:30PM
CRN: 2404 • Fee: $49
Room: 311
Instructor: David Ewen

NEW!

Writing Science Fiction & Fantasy Literature

This course is for students of all writing levels and will offer an overview of the history of each genre, with careful attention to major themes. Analyses of the elements that make each style unique, with a concentration on removing clichés and overused plot devices will be explored. In-class discussions will include methods of developing the word, plot, action, character, and dialogue. Reading assignments and in-class and take-home writing assignments will be given, with the ultimate goal of producing a completed short work or first chapter of a longer work. Class participation will include writing workshops.

March 5-28 (TU/TH); 6-8PM
CRN: 2406 • Fee: $159 plus text
Room: Computer Lab-CL 5
Instructor: Hunter Liguore

NEW!

Advanced Science Fiction & Fantasy Literature Writing

For students who have taken “Writing Science Fiction and Fantasy Literature” or those with intermediate or advanced writing skills, this course will focus on an in-depth study of genre fiction, with particular attention to word building and character development. The class will embark on the second half of the hero’s journey and uncover the tools to effectively pull off the “second inciting incident.” We will also spend considerable time developing the skills necessary to write informed dialogue, with tips to avoid shifting point-of-view. Course content includes lectures, writing exercises, writing assignments, and reading. Students will also work together to develop a short story or novel excerpt of fiction.

April 2-25 (TU/TH); 6-8PM
CRN: 2407 • Fee: $159 plus text
Room: Computer Lab-CL 5
Instructor: Hunter Liguore

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 DEEP 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 30 • CRN: 2411
OR
April 20 • CRN: 2412
OR
May 11 • CRN: 2413
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. 23 – April 26 (SA); 9AM-4PM
(no class March 30)
CRN: 2403
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
February 9 (S); 1PM
Please email tx-continuing-ed@tunxis.edu to receive password and login information.

Combined Basic Safe Boating/ Personal Watercraft

This 10-hour course taught by the Department of Energy & Environmental Protection volunteers is designed to fulfill the requirements for the Connecticut Safe Boating Certificate and Personal Watercraft. Questions? Call the DEEP Boating Office at 860.434.8638.

March 4, 6, 11, 13 (M/W); 6:30-9PM
CRN: 2408

OR

April 8, 10, 15, 17 (M/W); 6:30-9PM
CRN: 2409

OR

May 6, 8, 13, 15 M/W); 6:30-9PM
CRN: 2410
Fee: $20 nonrefundable
Location: 312

Start and Operate Your Own Commercial Financing Business

Combined Basic Safe Boating/ Personal Watercraft

This 10-hour course taught by the Department of Energy & Environmental Protection volunteers is designed to fulfill the requirements for the Connecticut Safe Boating Certificate and Personal Watercraft. Questions? Call the DEEP Boating Office at 860.434.8638.

March 4, 6, 11, 13 (M/W); 6:30-9PM
CRN: 2408

OR

April 8, 10, 15, 17 (M/W); 6:30-9PM
CRN: 2409

OR

May 6, 8, 13, 15 M/W); 6:30-9PM
CRN: 2410
Fee: $20 nonrefundable
Location: 312

Questions? Call the DEEP Boating Office at 860.434.8638.

March 4, 6, 11, 13 (M/W); 6:30-9PM
CRN: 2408

OR

April 8, 10, 15, 17 (M/W); 6:30-9PM
CRN: 2409

OR

May 6, 8, 13, 15 M/W); 6:30-9PM
CRN: 2410
Fee: $20 nonrefundable
Location: 312
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.