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. 30) must be completed in full with date of birth and social security number. Course fees are payable at time of registration. No written confirmations are mailed. You are assured of a place in class unless notified otherwise. Please make note of course location (Bristol or Farmington) when registering.

**In Person**

Register at Workforce Development & Continuing Education, Founders Hall (address below)

**Monday-Friday • 9AM-4PM**

**Mail**

Registration form (p. 30) & check (payable to Tunxis Community College) must reach us one week prior to the start of the course.

**Mail To:** Workforce Development & Continuing Education, TCC, 271 Scott Swamp Road, Farmington, CT 06032

**Fax**

Complete registration form (p. 30). Include all required VISA, Discover or MC number & expiration date. Fax to 860.255.3675.
# Allied Health Programs and Courses

- Central Sterile Processing Technician
- Certified Nurse Aide (CNA)
- CNA Competency Exam Review
- CPR
- EKG Technician
- EKG Skills
- EMT Basic
- Medical Administrative Assistant
- Medical Math
- Patient Care Technician (PCT) Certificate
- Pharmacy Technician
- Phlebotomy Technician Certification
- Medical Assistant

# Boating Safety

# Bartending with SMART Certification

# Bend in the River Series

# Computer Classes

# Certified Babysitting

# Electrical License Renewal Training

# Film

# Fundraising

# iPad for the Classroom

# Graphic and Multi-media Design (online)

# LEAN for Business/Manufacturing

# Motorcycle Rider Education Program

# Multimedia

# Online Learning

# OSHA Training

# Personal Fitness Trainer Certification

# Photography

# Professional Development

# Public Speaking

# Quickbooks

# Real Estate

# Registration Information and Form

# Security Guard Certification

# Special Interest Courses

# Veterinary Assistant

# Writing/Publishing

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

Orientation to Health Careers

Lost your job or looking for a career change? Join us on Friday, Jan. 10 at 4 p.m. in Room 6-173. 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. 15 – May 17 (S); 9AM-Noon (No class April 19)
CRN: 2898 • Fee: $899 plus text
Room: 6-170 • Instructor: Marcia Zello, CSPTM

Registered Medical Assistant

Classes run every spring and fall. Contact Shaina Hamel (see below) for a spring program.

• This 10-month day program prepares you to sit for the American Medical Technologists’ RMA National Examination.
• Classroom instruction and lab groups are held at the college.
• Clinical externships are held at physicians’ offices and clinics within our college service area.
• Approximate program cost is $7,000.
• Starts Jan. 9

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

FREE INFORMATION SESSIONS
Available Monthly!

Call Shaina Hamel, C.P.T., L.P.N., at 860.255.3684 or Cheryl Conaty, R.N., at 860.255.3670 to reserve your seat and for more information.

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 CTWorks at 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

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

Feb. 12 – May 14 (M/W); 6-10PM
Plus select Saturdays
Fee: $695 (includes text, CPR manual, and stethoscope)

Exam fees of $100 and $70 are paid by student directly to the state of Connecticut and the National Registry.

EMT Basic Refresher

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

Feb. 27 – March 2 (TH); Noon-4PM & (F/S/SU); 8AM – 4PM
or
May 29 – June 1 (TH); Noon-4PM & (F/S/SU); 8AM – 4PM
Fee: $275

Patient Care Technician (PCT) Certificate

PCTs are valued members of the health care team in hospitals, physicians’ offices, clinics and long-term care facilities. They provide direct patient care including: obtaining vital signs; turning and repositioning; bathing; patient transfers; patient care set-up; performing EKGs and phlebotomy. To earn the PCT certification from Tunxis, you must successfully complete the following programs at the college within two years:

• Certified Nurse Aide program (see p. 5) or provide proof of current CNA certification or LPN licensure.
• Phlebotomy Technician program (must be taken at Tunxis). See p. 6
• EKG & Pulse Oximetry course (must be taken at Tunxis). See p. 6

Estimated total PCT program cost is $3,049 plus materials.

Approved for WIA Funding

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain allied health courses or programs. Those with previous convictions may also find it difficult to secure employment within a health care setting.
Classes Begin January 23!

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 covers geriatric resident care and the role of the CNA, and skills practice in a supervised lab. The curriculum may be for you if:

- Your CNA certification has expired and you wish to re-take the state competency exam
- You recently completed a CNA program and want to review before the state exam
- You failed the written and/or skills portion of competency exam, and wish to review
- You have successfully completed a course or courses comprising not less than 100 hours of theoretical and clinical instruction in an approved L.P.N. or R.N. education program

Feb. 21, 28 & March 7 (F); 4-9PM
CRN: 2891 • Fee: $279
Room: 202
Instructor: Liz Cricco, L.P.N.

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.

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.
**ALLIED HEALTH**

**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 (fee not included in tuition cost).

- **Day Program:**  
  Feb. 3 – May 6 (M/T); 9AM-2PM

- **Evening Program:**  
  Feb. 3 – May 7 (M/T/W); 5:30-8:45PM  
  (no class Feb. 17, both programs)

  Fee $1,800 plus $35 nonrefundable admin. fee and materials.

  Instructor: Patty Blatherwick, CPT

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

**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 (fee not included in tuition cost).

Feb. 3 – May 12 (M); 5:30-9PM  
14 sessions (no class Feb. 17) - 4.9 CEUs  
CRN: 2892 • Fee: $899 plus text  
Room: 202  
Instructor: Staff

**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.

Feb. 6 – March 6 (TH); 5:30-8:30PM  
5 sessions – 1.5 CEUs  
CRN: 2893 • Fee: $279 plus text  
Room: 306  
Instructor: Mark Rouleau, R.N.

**NEW!**

**Certified Medical Administrative Assistant**
Classes begin January 13!
This 5-month Certified Medical Administrative Assistant Program prepares you for the vital duties of the front office, from scheduling appointments and billing insurance companies to handling patient records.

Program includes medical terminology; medical office procedures; health care insurance processing, billing and coding; electronic health records; computer skills; financial management, customer service, medical law & ethics, HIPAA rules and guidelines and risk management.

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

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.
Medical Math
“Ed2Go” Online Course
Master medical calculations online. Gain the medical math skills you need to do anything from calculating dosages to using scientific formulas. Review fractions, decimals, and percentages, and then cover the measurement systems and conversions used in the medical field. Learn to do real-world dosage calculations for oral, parenteral, and intravenous medications. This course is an excellent review for those planning to take the Pharmacy Technician program.

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

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 25 (F); 9AM-Noon
CRN: 2896 • Fee: $95
Room: Founders Hall
Instructor: Lou Brockett

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 21 (F); 10AM-Noon
CRN: 2897 • Fee: $85
Room: Founders Hall
Instructor: Lou Brockett

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. 3 – April 14 (M/W); 6-9PM
(No class Feb. 17)
20 sessions CRN: 2895
Fee: $939 plus text and $35 nonrefundable admin. fee
Room: 313
Instructor: Sara Miller, RPhT

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

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. Scooters available upon request.
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

Advanced Rider Course:
A one-day, on-cycle and classroom course for experienced riders designed to improve safety awareness and skill development in areas of risk management and decision-making. Requirements: valid motorcycle license, street-legal motorcycle or scooter, and insurance card.
Fee: $50 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

For more information, call 860.255.3671 or 3681 or visit tunxis.edu/motorcycle

Classes run April through October.
Contact us to receive your 2014 Motorcycle Rider schedule of dates/times and registration information, or visit tunxis.edu/motorcycle.

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.

Tunxis Community College • Workforce Development & Continuing Education • Spring 2014 Schedule • 8
Now you can learn anywhere!

Classes begin monthly with start dates of February 19, March 19, and April 16.

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

Choose from over 300 online classes that begin monthly and run for six weeks. 

Take classes that fit your schedule.

Relax. There is no need to rush to campus. Take non-credit classes from home!

Course fees start at $119.

REQUIREMENTS:

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

1. Visit our Online Instruction Center (see screen shot above): ed2go.com/tunxis

2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your email address and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your email address and the password you selected during enrollment.
This is a partial listing of courses offered. Check ed2go.com/tunxis for over 300 online classes.
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.

March 8 – April 12 (S); 9AM-4PM  
CRN: 2866 • Fee: $649 plus text;  
$26.58 lab fee (includes applicable tax) is payable to Malibu Fitness.  
Room: 6-173 and Malibu Fitness*  
Call to order your textbook (888.330.9487) and start reading immediately.

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

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

FREE!  
Personal Fitness Training ONLINE Information Session  
January 9, February 6, and March 6  
Please email tx-continuing-ed@tunxis.edu to receive the meeting link.

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. 15 & 22 (S); 9AM-5PM CRN: 2867  
• April 26 & May 3 (S); 9AM-5PM CRN: 2868  
Fee: $239 plus materials (Materials fee of $35 is payable to the instructor at the first class.)  
Room: Cafeteria  
Instructor: Paul Rich teaches SMART Certification across CT and has been in the bartending industry for more than 15 years.

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

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

- **Feb. 22 (S); 8:30AM-5PM**  
  CRN: 2869  
  Room: 6-173
- **March 15 (S); 8:30AM-5PM**  
  CRN: 2870  
  Room: 6-127
- **April 12 (S); 8:30AM-5PM**  
  CRN: 2871  
  Room: 6-173

Fee: $119  
Instructor: Eric Bonaiuto

**Principles and Practices of Real Estate**

This course meets the minimum requirements set forth by the CT Department of Consumer Protection/Real Estate Commission for those who plan to take the Connecticut Real Estate Salesperson license examination. You must complete at least 60 hours of this course in addition to a 70% grade on the final exam to meet state licensing requirements.

- **Feb. 24 – May 7 (M/W); 9:30AM-12:30PM**  
  CRN: 2872  
  Fee: $475 plus text  
  Room: 6-173  
  Instructor: Heidi Matusik

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

**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. VT Clinical work is held at one of the veterinary offices in the college service area and may be during the day, evening, or weekends. Schedule to be determined between instructor and students.

- **Feb. 12 – May 14 (W); 6-9 PM**  
  CRN: 2894  
  Fee: $769 plus text and navy blue scrub top  
  Room: 6-173  
  Instructor: Tim Burns
**Overview for Fast Track Executives and Champions**

Lean is the most strategic process you can implement to improve your company, and it must be driven by senior management. This half-day interactive seminar discusses the concepts of Lean and how it has affected the marketplace. This course provides an overview of the basic concepts and benefits of a “Lean” implementation to allow participants to evaluate various Lean methods that add value, reduce cost and improve quality in manufacturing and business processes.

- **Jan. 23 (TH); 8–11:30AM**
- **OR**
- **Feb. 25 (M); 8–11:30AM**
- **OR**
- **March 12 (W); 5:30 – 9PM**
- **Fee:** $45
- **Location:** 430 North Main Street, Bristol
- **Instructor:** Nancy Castonguay

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**Fundraising Events: Purpose and Profits**

Fundraising events require time, talent and money. This workshop will cover revenue-making strategies for your fundraising event, distinguish between fundraising and public relations strategies for your fundraising event, address creating an event that encourages attendees to continue to support your organization beyond the event, and how to truly evaluate the success of an event.

- **April 22 (T), 8:30AM-12:30PM**
- **Fee:** $85
- **Location:** 430 N. Main St., Bristol
- **Instructor:** Wendi Fralick

Wendi Fralick provides training and consulting services to nonprofit organizations across Connecticut and the United States, with a focus on fundraising, event planning and project management.

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**Lean Manufacturing Principles and Tools Certification Program**

This program ties concepts to application and provides a broad introduction, or refresher, to Lean theory and tools. By participating in this program you will learn about the Toyota Production Systems (TPS) which serves as the model of Lean knowledge. Additionally, you will acquire knowledge for focused and organized implementation of Lean concepts. The class utilizes lecture, video, simulation, hands-on tools, and group activities to maximize learning and knowledge transfer.

At the conclusion of this program participants will have a solid understanding of the principles and importance of Lean and improved business performance. Those who complete the 40 hour class will receive a **Certification in Lean**.

- **Feb. 4 – March 5 (T & Th); 5 – 9PM; 10 sessions**
- **Fee:** $529
- **Location:** 430 North Main Street, Bristol
- **Instructor:** Nancy Castonguay

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**For more information or to register,**

call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.
PROFESSIONAL DEVELOPMENT

Using PC Multimedia to Promote Understanding in the Classroom
Multimedia such as Windows Movie Maker has quickly become a critical component in today’s classroom. Whether it is to flip the classroom, promote universal learning, or foster student engagement, multimedia is a valuable tool for educators. We will discuss the cognitive impact of multimedia and discuss how it contributes to deeper learning. Planning and design will also be covered. Please bring your lunch. Students are encouraged to bring a USB drive to save their work.

March 15 & 22 (S); 9AM-4 PM
CRN: 3000
Fee: $189 (a CD of additional materials is available for purchase after class)
Room: 6-174
Instructor: Lucille Blaschke

Using Multimedia to Promote Understanding in the Classroom (1.2 CEUs) for Mac
Multimedia such as QuickTime and iMovie have quickly become a critical component in today’s classroom. Whether it is to flip the classroom, promote universal learning, or foster student engagement, multimedia is a valuable tool for educators. We will discuss the cognitive impact of multimedia and discuss how it contributes to deeper learning. Planning and design will also be covered. Please bring your lunch.

PC version: March 15 & 22 (S); 9AM-4PM
Mac version: May 17 & 24 (S); 9AM-4PM
CRN: 3001
Fee: $189
Room: 6-227
Instructor: Lucille Blaschke

iPad for the Classroom
The iPad is fast becoming the go-to classroom teaching tool. Educators are using the mobile device for outlining, note taking, and presentations. There are controls for visual aids and even apps that work as a teacher’s assistant.

Subject-matter apps for the iPad are also available in music, science, math, language, history, geography — the iPad offers apps in all of these areas and more. These sessions will cover the following topics: settings and customization; gestures and multitasking; keyboarding shortcuts and text editing; apps for teacher productivity and student learning; answers to specific audience questions and problem-solving. Please bring your iPad to class.

March 18 & 25 (T); 4-6:30PM
Fee: $95
Room: 6-170
Instructor: With more than 25 years experience as a technology and software instructor, Jan Gyurko has expertise in Windows and Mac operating systems and software as well as devices such as iPad, iPhone, Kindle and more.

Résumé Writing Workshop
Create an effective résumé or improve the one you already have. Transform your résumé into a powerful tool that can help get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing—you! Learn different résumé formats and the advantages and disadvantages of each. Write an employment objective that shows potential employers that you have direction. Make the most of your work experience. Know what to reveal in a résumé, and what to keep to yourself. Learn to overcome gaps in work history and age discrimination. Discover how to use references to your advantage. This course is for anyone who wants to create their own résumé, or learn how to write résumés and cover letters professionally. Students are strongly encouraged to bring a copy of their current résumé.

• Feb. 15 (S); 10AM-1PM CRN: 2873
• March 1 (S); 10AM-1PM CRN: 2873
• April 19 (S); 10AM-1PM CRN: 2873
Room: 6-173
Fee: $45
Instructors: Samuel Kapros and Carol Crowley have over 35 years of combined experience in management, leadership, contract services, education, human resources, and customer service.
Excel - Power Tips for the Working Professional

This workshop on Excel will give you basics you never knew existed plus tools, tips and tricks to get things done faster than ever. It’s a perfect class for the self-taught Excel user. Learn to get the best out of this program using built-in tools, features, customization and best-kept secrets.

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

March 20 (TH); 9AM–3PM
Fee: $95
Location: TBA
Instructor: Jan Gyurko

PowerPoint – Faster, Better, Simpler

Using hands-on exercises, you will become more adept at putting together professional PowerPoint presentations. Topics will include the following:
- Adding slides and change format
- Moving text
- Moving and deleting slides
- Adding clip art, slide transitions, and animations
- Embedding and formatting a pie chart, a chart pasted from Excel, and an organization chart.
- Adding speaker notes, a presentation footer, and an animated GIF
- Inserting and modifying a table, and apply a table style
- Customizing a color scheme and a document theme, and more.

March 21 (F); 9AM –3PM
Fee: $95
Location: TBA
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. Please bring a flash drive to class.

Jan. 30 – Feb. 27 (TH); 6–9PM
Fee: $195 plus text
Location: 430 N. Main St., Bristol
Instructor: Jan Gyurko

*CPE - Continuing Professional Education

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.
Electrical License Renewal Training Program

C, L, T License Required Electrical Training for 2014

The Connecticut Department of Consumer Protection requires all Connecticut licensed electricians to take a four-hour continuing education course each year to renew their license. Classes for C-5, C-6, L-5, L-6, T-1, and T-2 electricians, and low voltage/telecommunications are available. The program meets CT Department of Consumer Protection standards and includes OSHA regulations, Connecticut general statutes, building codes, National Electrical Code (NEC), code updates, Codeology, and other specific skill areas. Each student must bring their own copy of the 2011 "NEC (National Electrical Code)" book. Students will not be allowed in class without it.

4-hour Format!

Classes meet 8AM–noon, except as noted.

Your Choice:
Jan. 24 (F),
Feb. 22 (S),
March 5 (W, 5– 9PM),
March 21 (F @Manchester C.C.),
April 5 (S),
April 25 (F),
May 3 (S @Manchester C.C.),
May 16 (F),
May 31 (S),
June 14 (S @Manchester C.C.),
June 27 (F)
Fee: $60
Location: 430 N. Main St., Bristol

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.
OSHA 10 Construction Training
OSHA 10-hour construction training is required for all employees of any public building project that are paid for in part by state, municipal, or federal funding. Our program meets the criteria outlined by OSHA’s Outreach Training Initiative. Ideal for construction workers, project managers and superintendents.

Feb. 21 & 22; (F) 5-9 PM & (S) 8AM-3PM
Fee: $120
Location:  430 N. Main St., Bristol
Instructor: David Stevens

OSHA 30 Construction Outreach Training
OSHA 30 Construction Outreach Training provides a variety of safety concerns and scenarios to workers who are responsible for safety on the job. The class includes training in hazard identification, avoidance, control and prevention. A special focus is placed on OSHA Focused Four Hazards, “fall protection, electrical, being struck by an object, and caught in between.” Other areas of the training include; personal protective and lifesaving equipment, health hazards in construction, and introduction to OSHA.

For construction foremen and job supervisors, and those personnel responsible for construction-related projects. Those who complete all 30 hours will receive an OSHA 30 Department of Labor outreach card.

Jan. 30, 31, Feb. 6, 7 (TH, F); 8AM-4PM
Fee: $299
Location:  430 N. Main St., Bristol
Instructor: David Stevens

Public Speaking Deconstructed
This workshop is designed to help you overcome the challenges of public speaking. You will learn how to organize your thoughts, understand audiences and better communicate your ideas in different situations while developing your own unique speaking style.

By the end of this workshop, you will:
• Manage your fear of public speaking
• Select and develop meaningful content for public speaking
• Analyze audiences
• Develop your own personal public speaking style

Feb. 7 (F); 9:30AM-1PM
Fee: $85 Room: 6-173
Instructor: Tatiana Machado is an accomplished public speaker who has more than 15 years of professional marketing communication, advertising and public relations experience. She teaches public speaking, marketing and communication at colleges throughout Connecticut.

Social Media Marketing Demystified
Learn how to leverage the Internet’s social media tools to market your business and/or organization. This workshop will help you understand the available social media tools and how to use them to promote your product, service or idea to target audiences.

By the end of this workshop, you will:
• Understand the array of Internet social media marketing tools
• Know the impact of social media marketing in your industry
• Understand the pros and cons of various social marketing tactics
• Know how to identify and analyze audiences using social media marketing tools
• Be able to get started using social media marketing tools

April 4 (F); 9:30AM-1PM
Fee: $85 Room: 6-173
Instructor: Tatiana Machado

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.
PROFESSIONAL DEVELOPMENT

Be Your Own Coach
This workshop delivers powerful insights and techniques to make self-coaching a way of life. Learn “power questions” to clarify thinking, how to use emotion to improve professional and personal relationships, techniques for initiating and managing change, and how to develop a mindset that guides progress. Coach yourself to your next breakthrough.

By the end of this workshop, you will:
• Learn how to actively coach yourself through change and challenge
• Understand how to develop a more powerful, realistic approach to life and business success through life alignment vs. life balance
• Learn how to make better choices about work, self-improvement, and overall well-being
• Understand how to align your goals and objectives with who you really are
• Learn how to use self-coaching techniques to manage through chaos and persevere through uncertainty

March 21 (F); 9AM-1PM
Fee: $85  Room: TBA

Instructor: Mark Petruzzi has more than 20 years of experience as a consultant and trainer in professional development and personal coaching. He combines new perspectives on emotional intelligence with a fresh approach to life alignment, stress management and professional growth. Petruzzi is adept at working in a variety of business and nonprofit sectors, and with people at all levels of an organization.

“Power Dot Doc”:
Writing at Work
Bring more power to your writing and get the results you need from your communication.

Writing exercises will include actual memos and proposals, project reports, white papers — even email — while participating in classroom and small group discussion. If possible, you should bring an actual draft of a job-related document they are working on (memo, whitepaper, report, etc.; not a résumé).

March 18 (T); 9AM-1PM
Fee: $85  Room: 6-173

Instructor: Mike Jordan-Reilly has 30 years of corporate and journalism experience and works directly with clients at all levels to develop strategic business-to-business and consumer messages for all forms of print and electronic media.

Feeling Great At Work
Your attitude can make or break your career. Learn to identify and integrate new practices that can help you feel better and be more successful at work. This workshop will teach you how to take control of those things that are getting in the way of a constructive and positive work experience.

By the end of this workshop, you will:
• Understand the power of personal accountability
• Identify and integrate “daily attitude practices” that will help you feel better and be more successful at work
• Identify and overcome limiting beliefs about yourself and your work
• Develop a proactive “emotional strategy” to reduce stress and increase your job satisfaction

April 11 (F); 9AM-1PM
Fee: $85  Room: 6-173

Instructor: Mark Petruzzi (description above).

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.
Basic Level-1:
Understanding Your Digital SLR Camera

Learn how to operate your 35mm digital SLR camera, and the creative potential of this medium. Whether you are just beginning or have been “shooting” for 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 digital SLR camera with manual controls.

Jan. 30 – Feb. 20 (TH); 6-9PM – 4 sessions
Fee: $145
Location: 430 N. Main St., 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 1 - 22 (S); 10AM-1PM – 4 sessions
Fee: $145
Location: 430 N. Main St., Bristol (for first class only)
Instructor: Eric Dreeke

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.
PHOTOGRAPHY COURSES

Basic Level-3: Digital Image Manipulation Using Photoshop Elements Eleven

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.

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 5, 12, 26, May 3 (S); 9AM -2PM
Fee: $185
Location: 430 N. Main St., Bristol
Instructor: Staff

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 light at different times of the day and knowing how to control your camera’s settings at these times is tied directly to how your images of people, places, and things will turn out.

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. 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 the right settings for different light situations.

Jan. 6-8(M&T) 9AM-4PM, (W) 9AM – 12PM
OR
April 15-17(T&W) 9AM-4PM, (TH) 9AM – 12PM
Fee: $169
Location: 430 N. Main St., Bristol
Instructor: Eric Dreeke

Basic Artificial Light-1

Back by popular demand, the first of several photo courses on lighting. You can’t get this anywhere else!

Designed to introduce the beginning photographer to various artificial light sources and modifiers through a series of presentations and hands-on practice. Learn how to manipulate artificial light to produce professional-looking images that convey a visual mood.

Demonstration and practice of:

Hot lights, strobe lights, umbrellas, bounce and translucent screens, hard edge and soft edge “quality” of light, color temperature, white balance, digital histogram, light modifiers, directional lighting, mood lighting, “hair” light, lighting ratios, mixed source lighting, portrait, full figure, and group lighting, lighting on a “shoestring”, studio strobes – large and small.

Prerequisites: Completion of Basic Level 1 and Basic Level 2 or the approval of the instructor. Students are required to bring their digital SLR camera to class. Lighting equipment is not required but may be brought to class for personal use by the student.

March 24 – April 14 (M); 6-9PM; 4 sessions
Fee: $145
Location: 430 N. Main St., Bristol
Instructor: Eric Dreeke

For more information or to register call 860.314.4700,
email tx-bcc@tunxis.edu,
or fax 860.255.3680.
Capturing the Wild and Scenic

The Farmington River in CT is well on its way to national designation as a “Wild and Scenic” river. That drops an outstanding photo opportunity quite literally in our backyard. Our objectives will be to learn to analyze a scene in terms of its elements, master control of those elements to create an intentionally designed image, and understand the latitudes our digital tools provide (camera settings, filters, etc.) to help tailor the effects we want. Collectively we will develop one or more scene analysis methods or workflows to provide a framework for our creative vision. Different shooting locales at points along the river and for each session will strengthen our abilities to identify and use the scenic elements with intention as conscious image design tools. And we will come to appreciate how our timing of the light, weather and other conditions can have a dramatic impact. Throughout, we will discuss how the various photo manipulating software solutions may assist the inevitable challenges of shooting in the wild.

Saturdays (on location):
April 5, 12,
(April 19 no class),
April 26,
May 3,
May 10 only at Bristol
Location: 430 N. Main St., Bristol
Fee: $169

Instructor: Tom Cameron has photographed the Farmington River throughout the seasons for many years. His works have been featured in many exhibitions, and he has received several awards in juried competitions.

Photo by Tom Cameron

For more information or to register,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.
Certified Pediatric Babysitting: Medic First Aid

This two-day, eight-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 from ages 11 – 17 who plan to babysit. Cost includes textbook, practical and written exams, Patho-Shield Plus key chain, and course completion cards.

- Feb. 15 & 22 (S); 10AM-2PM
  CRN: 2874
- May 3 & 10 (S); 10AM-2PM
  CRN: 2875

Fee: $95 • Room: 6-127
Instructor: Lou Brockett

Stained Glass

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

- March 3 – 31 (M); 6-9PM
  CRN: 2883
- April 14 – May 12 (M); 6-9PM
  CRN: 2884

Fee: $199 (includes materials)
Room: 6-173
Instructor: Sarah Segovia, B.F.A., has been working with stained glass and many other artistic mediums since 1994.

The Hunger Game of Publishing: How to Get Published

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 12 (S); 10AM-2PM
CRN: 2876 • Fee: $49
Room: 6-172

Instructor: David Ewen founded the Ewen Prime Company in 1994 as a publishing house and has become a consulting firm for book and music publishing and film production.

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.
Combined Basic Safe Boating/Personal Watercraft

This 10-hour, 4-night course, taught by the Department of Energy & Environmental Protection, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate and Personal Watercraft. Course fee does not include the one-time lifetime license fee. Questions? Call the DEEP Boating Office at 860.434.8638.

- March 3, 5, 10, 12 (M/W); 6:30-9PM
  CRN: 2877
  Room: 312
- April 7, 9, 14, 16 (M/W); 6:30-9PM
  CRN: 2878
  Room: 312
- May 6, 8, 13, 15 (T/TH); 6:30-9PM
  CRN: 2879
  Room: 6-173

Fee: $20 nonrefundable

One-Day Combination Safe Boating/Personal Watercraft Course

A complete basic safe boating certification course taught in one 8-hour day. Successful completion will allow the student to obtain a Connecticut Certificate of Personal Watercraft Operation, which enables them to operate recreational vessels up to 65 feet in length (including jet skis). An easy to understand classroom format is designed for students age 10 and over. Course fee does not include the one-time lifetime license fee. Students should bring a pen or pencil to class.

All classes meet for one Saturday.
8:30AM-4:30PM
Fee: $89 • Room: 6-127

- March 22 CRN: 2880
- April 26 CRN: 2881
- May 17 CRN: 2882
Welcome to Bend in the River at Tunxis Community College

Bend in the River, a non-credit program of short courses and workshops, is for people who love to learn and experience new challenges. There are no exams to take or grades to worry about. Our courses are designed for intellectual stimulation and enrichment. They are taught by Tunxis faculty and other experts in their fields. The name Tunxis is loosely translated from the Native American Indian word meaning “the point where the river bends.” We hope that our program will inspire you to follow the river’s bend to new opportunities to learn and grow.

Memoir Workshop

What’s your story? Everyone has a story to tell, and writing about the events, places, and people who’ve shaped our lives gives them a life all their own.

Memoir Workshop is an intensive, one-day course that will help you put words and form to your story. Through writing exercises, discussions of models, and peer feedback, you’ll discover the range of possibilities in memoir writing and apply elements of the craft, including voice, plot, structure, characterization, and dialogue. Whether your goal is to share your writing with family and friends or to be published, this workshop can get you started on writing your story! Please bring a lunch.

Feb. 15 (S); 9AM – 2:30PM  Location: 6-170  Fee: $85

Instructor: Sally Terrell is a professor of English and Coordinator of the First-Year Writing Program at Tunxis. She has taught writing, literature, communication, and memoir at Tunxis and has led numerous writing workshops in the Farmington Valley. Her essay “Heavy Lifting” is published in the book “For Keeps: Women Tell the Truth about Their Bodies, Growing Older, and Acceptance” (Seal Press). Terrell is currently writing a memoir.
Love and Romance in the Cinema

Ever watch a film and wish you could immediately share your ideas with fellow film lovers? Here’s your chance.

Join us for a mini-course on “Love and Romance in the Cinema.” View and discuss three of the world’s top romantic films from the past 20 years. Learn how different directors from different cultures explore this topic.

Each class features:
- Background material on the evening’s film
- A look at how the director uses cinematography, sound and editing to tell a story and elicit an emotional response
- Insights into the cultural context of the film
- A lively post-film discussion

Films include:
- “Midnight in Paris”
- “A Very Long Engagement”
- “Il Postino”

Feb. 20, 27 & March 6 (TH); 6:30–9:30PM
Location: 201  Fee: $25

Instructor: Robert Kagan is a professor of communication at Manchester Community College and Central Connecticut State University. He has been teaching film study for the past 30 years. Kagan is the director of the International Film Series at Manchester Community College and also leads film discussions at the Wadsworth Atheneum and Real Art Ways in Hartford.

Hartford Symphony Orchestra Pre-Show Presentation: Mozart’s Requiem & Bernstein’s Jeremiah

Be prepared. Before attending the Hartford Symphony Orchestra’s (HSO) performances of Mozart’s Requiem and Leonard Bernstein’s Jeremiah, this “Tune-Up Talks” presentation will dive into two monumental explorations of faith through music. HSO’s Jeffrey Martin will prepare you for a deeper understanding and fuller enjoyment of the live concert experience. Attendees also will receive a voucher which will qualify them to purchase a $10 ticket for the HSO’s performances of these great works (more than $20 off the regular price).

Concert performances are April 10 – 13 at The Bushnell Center for the Performing Arts in Hartford.

March 29 (S); 10AM – 12PM
Location: 201  Fee: $25

Instructor: Jeffrey Martin is director of community engagement and education at the Hartford Symphony Orchestra. Having served as both a music teacher and school administrator, Martin also remains active as a professional choral singer and composer.
An Invitation to Mindfulness

You have the inner capacity to deal with the stresses that life brings along your path. You also have the capacity to savor life’s joys. Learn how to practice mindfulness so that you can live a calmer, more satisfying life.

This workshop will cover the following:

• Present moment awareness
• Mindful meditation
• Stress management
• Body scan
• Mindful communication
• Mindful eating
• Handling strong emotions

March 22 (S); 9AM –2:30 PM
(Please bring your lunch)
Fee: $85
Location: 6-170

Instructor: Sharon Gutterman, Ph.D., teaches mindfulness practices to people from all walks of life in the United States and internationally. Sharon’s caring and compassionate approach has helped medical students and physicians, teachers and parents, grandparents and prison inmates. She trained in the highly successful Mindfulness-Based Stress Reduction program developed and taught by Jon Kabat-Zinn and Saki Santorelli.

Food for Thought: Eating Smart!

Would you like to figure out the eating plan that’s best for you? This workshop will help you separate nutritional facts from fiction by examining the following:

• How does today’s toxic trio of sugar, fat and salt affect our personal as well as public health?
• Can we use food as a prescription for health?
• Beyond Meatless Monday: what are the lifelong benefits of a plant based diet?
• Who, if anyone, needs supplements?
• What is the latest research saying about the relationship between food and exercise and health and longevity?

Participants will learn about the benefits and risks of the latest diets, look at the USDA ChooseMyPlate.gov site for diet planning, know how to read and understand food labels, and much more. Please bring your questions to class.

Please email the instructor any questions you want her to address by March 26. You may send your questions directly to rsullivan@tunxis.edu.

This workshop is presented in conjunction with the Tunxis Community College Allied Health Division for 2 CEUs.

Instructor: Rebecca Sullivan, Ed.M., is a professor of allied health at Tunxis where she teaches nutrition. Sullivan has been interested in all aspects of nutrition and health since childhood while growing up in the Midwest where “meat and potatoes rule.”

Date: April 30 (W); 4-6PM     Location: 6-170     Fee: $35
Mobile Devices Made Simple

If you need some help figuring out your iPad, iPhone or other mobile device, this class is for you. Find out how these mobile devices work, and what they can do. We will review and customize settings, learn to enter and edit text, get familiar with apps and how they can actually be helpful as well as fun, entertaining and interactive. We also will explore some more serious functionality and apps for work or productivity at home.

Please bring your mobile device to class!

Feb. 20 & 27 (Th); 6–8:30PM  
Location: 6-170  
Fee: $85

Instructor: With more than 25 years’ experience as a technology and software instructor, Jan Gyurko has expertise in Windows and Mac operating systems and software as well as devices such as iPad, iPhone, Kindle and more.

In the Clouds

Have you been hearing terms like Google Drive, Dropbox, iCloud, Skydrive and don’t know what they are? Are you tired of feeling out of the loop even though you may have been computing for years? We’ll review several different clouds in plain English and explore the possibilities. We’ll also look at how to create documents and spreadsheets, keep a calendar or notes online and not even have to buy any new software for your computer. Guaranteed to be a fun, informative and confidence building class.

March 10 & 17 (M); 6–8:30PM  
Location: TBA  
Fee: $85

Instructor: Jan Gyurko (biography above)
Learning to Love LinkedIn

No matter where you are in your career, networking is important, face-to-face or virtually. Come to this workshop and learn how to complete a LinkedIn profile and leverage LinkedIn to improve your networking. Get the most from your profile and LinkedIn, the professionals’ online networking site.

March 4 (T); 6– 8 PM
Location: TBA
Fee: $25

Instructor: Carol Mon has trained hundreds of people on how to use social media for business and fun. She is a corporate storyteller who relies heavily on networking for business development. She is also the author of “A Guide to Networking for Introverts, From Icebreaking to Deal Making.”

Facebook is Fun. Really.

Facebook, Facebook, Facebook, that’s all you hear. But why should you have a profile? Because it makes it easy to reconnect with old friends and more importantly to stay connected to children and grandchildren. Come to this hands-on workshop and set up a profile as you learn the ins and outs of Facebook. Follow discussions, post pictures, comment on posts and have some fun.

March 11 (T); 6– 8 PM
Location: TBA
Fee: $25

Instructor: Carol Mon (description above)
Crimes of Culture:
Italian Criminal Activity in Connecticut, 1900-1930

Italian immigrants entered Connecticut in large numbers at the turn of the century. A small but significant portion committed crimes unrelated to organized activity, but had a deep impact on the reputation all Italians acquired and the degree to which the state’s Italians assimilated. Learn more about how culture played a role in the relatively high instances of Italian criminal activity, and explore how this example may serve as a case study of ethnic criminal activity today.

March 29 (S); 10 AM – 12 PM
Location: TBA
Fee: $35

Instructor: Rafaele Fierro, Ph.D., is an associate professor of history and political science at Tunxis, where he has taught for 10 years. He earned his doctorate from the University of Connecticut in 2000 and has published articles on both Italians and the history of Connecticut. Fierro also is the product of Italian immigrant parents, both of whom came to America in the early 1960s.

Cultivate Your Creativity

“Everyone experiences the phenomena of creativity when actively changing something familiar.”

This one-day workshop will help you discover the power of creativity as a tool to solve problems and find new ways of doing things. You don’t need to be an “artist” to be creative. You will learn techniques to develop your creativity and gain new insights and clarity along the way.

This workshop will include the following topics:

• Arranging your space
• The Value of Play
• Creative Problem Solving
• Growing the Experience

April 5 (S); 9AM – 2:30PM
Fee: $95 (Includes Materials)

Instructor: Jeanne Manzelli is an artist, educator and entrepreneur. A renowned muralist, Manzelli has taught art at Tunxis for the past 14 years, and also lectures in Boston, Hartford and New York City. She is passionate about her work and helping children and adults to explore their own capacity for creativity.
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 860.255.4250 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 designated parking spaces unless you are instructed otherwise by a guard.

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

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

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

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