START
with an Associate degree from Tunxis Community College

Art Studies
Biology Studies
Business Studies
Chemistry Studies
Communication Studies
Criminology Studies
Early Childhood Teacher Credential Studies
English Studies
French Studies
History Studies
Italian Studies
Mathematics Studies
Physics Studies
Political Science Studies
Psychology Studies
Social Work Studies
Sociology Studies
Spanish Studies

CONNECTICUT’S MOST AFFORDABLE BACHELOR’S DEGREE

FINISH
with a Bachelor’s degree from a Connecticut State University or Charter Oak State College

Central CT State University
Eastern CT State University
Southern CT State University
Western CT State University
Charter Oak State College

VISIT
WWW.TUNXIS.EDU/ACADEMICS
FOR MORE INFO
Register for Fall Courses at Tunxis Community College

Classes start Aug. 29; late start options available – see page 29

- Seamless transfer to the CT State Universities—the most affordable way to start on a bachelor’s degree!
- Experienced faculty dedicated to your success
- Over 60 challenging, affordable associate degree and certificate options
- Financial aid and payment plans

Call: 860.773.1490 • tunxis.edu/apply

Tunxis Community College
271 Scotswamp Road • Farmington, CT • 860.773.1300 • www.tunxis.edu
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 have over 300 online offerings and programs on campus in Farmington and Bristol.

Registration Information

Non-credit registration form (p.28) 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 Continuing Education & Workforce Development, 700 Building, Room 7-116 (address below),

Monday-Wednesday • 9AM-5PM;
Thursday • 9AM-6:30 PM; Friday • 9AM-5PM

Mail

Registration form (p.28) & check (payable to Tunxis Community College) must reach us one week prior to the start of the course.

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

Fax

Complete registration form (p.28). Include required VISA, Discover, American Express, or MC number & expiration date.
Fax to 860.606.9732
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 Continuing Education & Workforce Development, please contact the Academic Success Center, (860.773.1530), and speak to a Learning Disabilities specialist 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.

Continuing Education

Phone: 860.773.1450

Bristol: 860.314.4700

Fax: 860.606.9732

Email: tx-continuing-ed@tunxis.edu

Online: tunxis.edu/ce

Allied Health Programs

Phone: 860.773.1450
Allied Health Programs
Phone: 860.773.1453 or 860.773.1454

WIOA Information: Tunxis Continuing Education offers a number of Workforce Innovation and Opportunity Act (WIOA) approved programs that are funded through the American Job Center, New Britain, 860.899.3500.

Students who have successfully completed the Medical Assistant, Medical Administrative Assistant, Patient Care Technician, Phlebotomy Technician, Pharmacy Technician, CNA, and/or EKG and Pulse Oximetry Skills Programs are eligible to receive college credit through the Connecticut Credit Assessment Program administered by Charter Oak State College.

Students should request that a copy of their program transcript be sent to Charter Oak. Credits may be used at Charter Oak State College or transferred to another school by setting up a credit registry with Charter Oak. (Any transfer credit is at the discretion of the institution.)

http://www.charteroak.edu/current/programs/creditregistry.cfm

Please be advised that if you have been convicted of a felony or misdemeanor, 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 Assistant Program
Program starts on Tues., Sept. 12.

Medical assistants are in demand and our 10-month program offers your choice of lab to fit your schedule! Learn office procedures and everyday tasks MAs perform in doctor’s offices, clinics, and hospitals.

Program includes computer skills, therapeutic communication skills, anatomy & physiology, clinical office procedures, phlebotomy & pharmacology, electronic health records, financial management, health care insurance processing, billing, and coding, medical law & ethics, medical office procedures, and medical terminology.

- Prepares you to sit for the American Medical Technologists’ MA 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 $7,500
- Program runs every spring and fall

Call or email Shaina Hamel, C.P.T., R.M.A., L.P.N., at 860.773.1454, shamel@tunxis.edu or Cheryl Conaty, R.N., at 860.773.1453, cconaty@tunxis.edu to receive more information or an application packet.
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 15-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 the CBSPD Technician national certification examination. Students must have the text for the first class.

Sept. 14 – Dec. 28 (TH); 5 – 9PM
No class Nov. 23
Fee: $999 plus text
Nonrefundable $35 administrative fee
Room: 306
Instructor: Peter Daigle

Tunxis Continuing Education offers a number of Workforce Innovation and Opportunity Act (WIOA) approved programs that are funded through the American Job Center, New Britain, 860.899.3500.
EMT Training
Call 860.314.4700 to register for all EMT classes below.
Location: Tunxis@Bristol, 430 North Main Street, Bristol
Instructor for all classes: Sharon Kenney and Staff

Approved for WIOA Funding, Veteran’s Funding Available

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.

Sept. 6 – Dec. 11 (M/W); 6-10PM
Plus select Saturdays
Fee: $799 (includes text, CPR manual, and stethoscope)

Be advised that long-term EMT training is intensive in nature and will require a commitment of time and energy on your part. It is your responsibility to make time in your life to successfully complete the course and pass all certification requirements.

Exam fees of $100 and $80 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.

Nov. 30 – Dec. 3 (TH); 12Noon-4PM & (F/S/SU); 8AM – 4PM  Fee: $275

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
Classes begin September 14

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. State examination is taken at the College.

CNA Program Options

- **Day and Evening Program**: $950 plus textbooks and uniform
- **Saturday Clinical Option**: Additional $49

All program options have a $35 nonrefundable administrative fee.

Email tx-continuing-ed@tunxis.edu or cconaty@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

**Oct. 25, Nov. 1 & 8 (W) 4:30-9:30PM**

Fee: $279

Room: 202

Instructor: Liz Cricco, L.P.N.

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. Handouts for course will be provided.

**Oct. 19, 26, Nov. 2, 9, 16 (TH) 5:30-8:30PM**

5 sessions – 1.5 CEUs

Fee: $299

Room: 202

Instructor: Mark Rouleau, R.N.

Tunxis Continuing Education offers a number of Workforce Innovation and Opportunity Act (WIOA) approved programs that are funded through the American Job Center, New Britain, 860.899.3500.

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

This 120-hour program provides classroom theory and clinical lab instruction. Students who successfully complete the course are eligible for externships at UConn Health Center. Upon successful completion of the program students are eligible to sit for the National Healthcareer Association certification exam (fee not included in tuition cost).

**Day Program: Sept. 18 – Dec. 5 (M/T) 9AM-2PM**

**Evening Program: Sept. 18 – Dec. 5 (M/T/W) 5:30 – 9PM**

No class Nov. 22.

Fee $1,850 plus $35 nonrefundable administrative fee and materials.
Instructor: Patty Blatherwick, CPT

Approved for WIOA Funding, Veteran’s Funding Available

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

Phlebotomy Externship
(optional – open to recent program graduates only)

Our clinical externship program, in affiliation with UCONN Health Center, offers students an unparalleled opportunity to further master their phlebotomy skills in a structured and supervised environment with professionals currently working in the field. Our graduates typically get more than enough "sticks" to make them competitive for job opportunities that require experience. Clinical hours are during the day from 8 a.m. - 4:30 p.m. The schedule is arranged by the Allied Health Coordinator.

**Dec. 6, 2017 – Jan. 26, 2018**
Fee: $249
Site: TBD

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 resucer — adult, child and infant CPR, Foreign Body Airway Obstruction, and the AED. Cost includes: textbook, course completion card and exam.

**Sept. 15 (F); 9AM-12PM**
Fee: $100
Room: Founders Hall

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)

PCTs are valuable members of the health care team. Doctors, nurses and other health care professionals rely on them to assist with critical day-to-day care. PCTs have a diverse range of knowledge and skills such as:

- Providing basic patient care — bathing, feeding, turning and repositioning, transfers, patient care set-up
- Acquiring, distributing and administering patient care supplies
- Performing safety checks and ensuring cleanliness in patient rooms and areas
- Assisting patients with special needs
- Obtaining EKG readings and monitoring vital signs
- Performing phlebotomy procedures
- Providing emotional support to patients and families

Work in hospitals, nursing homes, rehabilitation facilities, clinics and nursing homes. Launch your career in the medical field! Take courses at your own pace. To earn the PCT certification from Tunxis, you must successfully complete the following programs at the college within two years:

- 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).
- CPR BLS for Health Care Professionals (must be taken at Tunxis).

Prepares you to sit for the National Healthcareer Association PCT Examination.

Estimated total PCT program cost is $3,200 – $4,200.

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 fluency in both math and algebra skills.**

Sept. 18 – Nov. 27 (M/W); 6-9PM
No class Nov. 22
Fee: $1,134 includes text books plus $35 nonrefundable administrative fee
Instructors: CT Pharmacy Association

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.
**Caregiver Training**

This course is designed to prepare individuals to work as caregivers in the home setting. The concept of a medical home is one of several emerging trends in medicine. This training will cover the necessary information and skills needed to deliver safe and competent care. Lecture topics will include common disease processes, environmental hazards and safety, identifying health changes, the importance of communication, ethics, emergencies, basic food preparation, and home management. Personal care procedures will be practiced in a lab setting.

**Oct. 5, 12, 19, 26 (SA); 6-9PM**  
**Cost:** $278 plus text book  
**Room:** 202  
**Instructor:** Elizabeth Cricco, LPN

**Family Caregiver Training**

If you are caring for a spouse, parent, child, or friend, your life is a balancing act. Like many caregivers, you have other responsibilities, including a job and family. This 12-hour course will provide you with practical advice about adapting the home, diet and health, mental and social well-being, maintaining and aiding mobility, personal care skills, comfort measures, nursing techniques, emergencies, and end of life care. Legal as well as financial issues will be examined. Caring for the caregiver will be discussed along with support services.

**Oct. 3, 19, 17, and 24 (TH); 6-9PM**  
**Cost:** $279  
**Room:** 202  
**Instructor:** Barbara Korza, RN

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**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**  
**Fee:** $119
NEW!

**Physical Therapy Aide ONLINE**

Are you seeking a career in the fast-growing, high-demand field of health care? In this program, you can gain the skills and information you need to get a job as a physical therapy aide. You will learn what physical therapy entails and explore the different roles of physical therapists, physical therapy assistants, and physical therapy aides. Discover how therapists evaluate and treat patients and see how PT aides assist them in their important work; learn how to communicate effectively with patients and colleagues and how health care professionals document the treatments they provide. Principles of ethics and law as they apply to the health care field and anatomy and physiology will also be covered. You will receive tips for finding a job in the health care field. You do not need any special certification to become a physical therapy aide, so by the time you complete this program, you will be fully prepared to jump into your new career! This 150-hour program has open enrollment so you can start anytime! See page 14 for a list of our online Career Training Programs and enrollment information.

Fee: $1,795 includes text

To register for the class visit careertraining.ed2go.com/Tunxis

NEW!

**Certified National Pharmaceutical Representative - ONLINE**

The CNPR Program was developed in partnership with the National Association of Pharmaceutical Sales Representatives (NAPSR). This unique training program will prepare you for a new career as a pharmaceutical sales representative and for national certification through NAPSR. As a registered student of the CNPR program, you’ll automatically become a member of NAPSR, and you’ll be eligible to sit for the CNPR national certification exam at no additional cost.

The CNPR is a federally trademarked certification you can earn by demonstrating the necessary knowledge in pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals. The CNPR examination is dedicated to increasing the professional level of NAPSR members and to developing meaningful and ethical standards fully accepted by both its members and members of the pharmaceutical community.

Students should be proficient in keyboarding, have a basic understanding of a word processing computer program (Microsoft Word recommended), and have a command of English grammar and punctuation. No health care or medical-office work experience is required.

This 90-hour program has open enrollment so you can start anytime! See page 14 for a list of our online Career Training Programs and enrollment information.

Fee: $1,795 includes text

To register for the class visit careertraining.ed2go.com/Tunxis
NEW!

Medical Billing and Coding - ONLINE

Medical practices rely on medical billers and coders to provide the cash flow that keeps their doors open. Positions are also available with ambulatory care centers, medical equipment suppliers, insurance companies, public health agencies, consulting firms, and medical billing companies.

Course material includes: abstracting from medical records, assigning codes to diagnoses and procedures using the ICD-9-CM, ICD-10-CM, CPT and HCPCS Level II code books, developing insurance claims according to third-party guidelines, and understanding the legal, ethical and regulatory concepts that are vital to this field.

Upon completion, students will be prepared to take the Certified Billing and Coding Specialist (CBCS) exam, offered by National Healthcareer Association (NHA), and will receive the study guide materials, access to practice exams, and exam registration fees. Students will also be prepared to sit for the Certified Professional Coder (CPC) exam, offered by the American Academy of Professional Coders (AAPC).

Note: It is recommended that you have knowledge of medical terminology, including anatomy and physiology (available from ed2go.com/tunxis). In order to sit for national certification exams, candidates must have a high school diploma or GED (recommended prior to enrollment).

This 240-hour program has open enrollment so you can start anytime! See page 14 for a list of our online Career Training Programs and enrollment information.

Fee: $1,795 includes text

To register for the class visit careertraining.ed2go.com/Tunxis
Now you can learn anywhere!

Classes begin monthly with start dates of Sept. 13, Oct. 18, Nov. 8, and Dec. 13

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.

**Computer Mastery**
- Access
- Computer Skills for the Workplace
- Excel
- Keyboarding
- PC Troubleshooting
- PowerPoint
- Publisher
- Windows 7 and 8
- Word

**Languages**
- Spanish
- French
- Italian
- Japanese

**Health Care**
- Become an Optical Assistant
- Human Anatomy and Physiology
- Medical Coding
- Medical Math
- Medical Terminology
- Medical Transcription
- Natural Health & Healing
- Spanish for Medical Professionals

**Graphic & Multimedia Design**
- Adobe Illustrator
- Creating Web Pages
- Dreamweaver
- Flash CS5 and CS6
- Intro to PHP and MySQL
- Photoshop CS5, CS6 and Elements
- Visual Basic

**Teaching**
- Creating Classroom Centers
- Empowering Students with Disabilities
- MS Office in the Classroom
- Solving Classroom Discipline Problems
- Technology in the Classroom
- The Creative Classroom
- Understanding Adolescents

**Business & Management**
- Accounting Fundamentals
- Administrative Assistant Fundamentals
- Business and Marketing Writing
- Grant Writing and Proposals
- Marketing Your Business
- Payroll in QuickBooks
- Project Management Fundamentals
- QuickBooks 2012 and 2013
- Supervision & Management

**Law & Legal Careers**
- Business Law
- Legal Nurse Consulting
- Real Estate Law (not for state licensing)
- Spanish for Law Enforcement
- Workers’ Compensation

**Test Prep**
- GED
- GMAT
- GRE
- LSAT
- PRAXIS I

**New!**
- Creating Mobile Apps
- Intro to Networking
- Intro to PC Security
- Introduction to Programming
- Java Programming
- Mac, iPhone, and iPad Programming
- Oracle
- SQL

Classes begin monthly with start dates of Sept. 13, Oct. 18, Nov. 8, and Dec. 13

Languages

Personal Finance

Learn Any Time, Anywhere!

CEUs Available!

Writing, Publishing and Editing

Learn Any Time, Anywhere!
Career Training Programs
Administrative Medical Specialist with Medical Billing and Coding and Terminology
Administrative Professional with Microsoft Office Specialist 2010
Android App Developer
Carpentry
Certified Bookkeeper
Certified Mediator
Certified Residential Interior Designer
Certified Wedding Planner
Chartered Tax Professional
CompTIA A+ Certification
Entrepreneurship: Start-Up and Business Owner Management
Event Management and Design
Food and Customer Service Skills Training
Graphic Design with Photoshop
Human Resources Professional
HVACR Technician
Legal Secretary
Microsoft Office Specialist (MOS) Certification
Paralegal
Physical Therapy Aide
Professional Bookkeeping with QuickBooks
Project Management
Retail Customer Service Skills Training
Solar Power Professional
Video Game Design and Development
Webmaster

This is a partial listing of courses offered. Check careertraining.ed2go.com/tunxis for over 150 online classes.
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 and be physically able to operate a motorcycle. Motorcycles will be provided. Scooters available upon request.

Fee: $220 nonrefundable

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

Fee: $850 private, $425 semi-private

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

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

Professional Bartending with SMART Certification

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

Sept. 9 & 16 (S); 9AM – 5PM
Nov. 4 & 11 (S); 9AM – 5PM
Fee: $239 plus materials (Materials fee of $35 is payable to the instructor at the first class.)

Location: Tunxis@Bristol, 430 North Main Street, Bristol
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.

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. Clinical internship is mandatory for successful completion of the program.

Sept. 13 – Dec. 13 (W); 6 – 9PM
(No class Nov. 22)
Fee: $799 plus textbook
Room: 6-173
**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 and earn a minimum 70% grade on the final exam to meet state licensing requirements.

- **DAY - Sept. 18 – Nov. 27 (M/W); 9AM – noon**
  Room: 6-173  
  Instructor: Laura Higgins

- **EVENING - Sept. 19 – Nov. 30 (T/TH); 5:30 – 8:30 PM**
  Room 6-173  
  Instructor: Jamie Bell

Fee: $475 plus text

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

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**QuickBooks, 15 hours**

(CPE Credits Available)

Our QuickBooks training class covers the fundamentals of using QuickBooks 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.

- **Nov. 1, 6, 8, 13, 15 (M & W); 6 – 9PM**

Fee: $195 plus text  
Location: Tunxis@Bristol, 430 North Main Street, Bristol  
Instructor: Jan Gyurko

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**NEW! Video Game Design and Development - ONLINE**

With this comprehensive training program, you’ll master skills that open doors to the growing video game industry.

Using an analytical approach to game engine architectures, this program offers you the opportunity to learn how to effectively implement game ideas. The curriculum is divided into eight modules covering five major areas of study: programming languages, mathematics skills, 3D graphics pipeline programming, real-time game engine architectures, and artificial intelligence algorithms.

This 500-hour program has open enrollment so you can start anytime! See page 14 for a list of our online Career Training Programs and enrollment information.

Fee: $1,995 includes text

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**Excel 2013: Basic Skills @ Tunxis**

This course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text, values, and formulas, and modify page setup. You will learn how to move and copy data and formulas, determine absolute and relative references, and work with ranges, rows, and columns. Students will learn how to use simple functions, and easily apply formatting techniques to worksheet data.

- **Sept. 28 (TH); 9AM – 4PM**

Fee: $95  
Location: Tunxis@Bristol, 430 North Main Street, Bristol  
Instructor: Laura Higgins
**Project Management Essentials**

Whether small or large, projects share a number of essential elements. They are temporary and often unique, but all require focus to create a product, service, or other result. “Project Management Essentials” follows the development and management of a project from start to finish. The workshop details the essentials and covers leadership in project management. Participants are encouraged to bring their project ideas or active projects to the workshop. This 12-hour workshop requires registrants to attend both sessions: Part 1 and 2.

**Oct. 18 & 25 (W); 9AM – 4PM**  
**Fee:** $180  
**Location:** Tunxis@Bristol,  
430 North Main Street, Bristol, CT  
**Instructor:** Waldemar (Wally) Kostrzewa

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**Effective Business Writing**

In this course you will learn the 35 key principles that make business writing effective. The principles cover wording, composition, organization, tone, persuasion, and format. Participants will learn a concept; read an example; and put the concept into immediate practice. Learning objectives: Demonstrate the ability to create business emails, letters and other communications that deliver a clear message. Increase writing efficiency by knowing and applying proven business writing principles. Increase the response rate to communications through professional presentation.

**Sept. 26 (T); 9AM – 4PM**  
**Fee:** $90  
**Location:** Tunxis@Bristol,  
430 North Main Street, Bristol  
**Instructor:** Christopher Amorosino

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**Effective Leadership Techniques for Women**

This session is designed to help women assess their current leadership skills and improve those that they see as needing the most improvement. It stresses confidence, power and the natural skills that women bring to leadership. The session also helps women become more successful dealing with conflicts, interactions that make them feel powerless and with difficult people. Techniques for ways to manage conflicting priorities are also discussed.

**Dec. 14 (TH); 9AM – 4PM**  
**Fee:** $90  
**Location:** Tunxis@Bristol,  
430 North Main Street, Bristol, CT  
**Instructor:** Amy Blackwood

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**Grammar and Writing Workshop using Microsoft Word**

Clear business writing is an important aspect of your success in any workplace environment. Review the fundamentals of grammar, punctuation, and sentence structure in writing while using tools provided to you in Microsoft Word. Combine the best of both worlds and improve your written communication effectiveness.

**Nov. 14 (T); 9AM – 4PM**  
**Fee:** $95  
**Location:** Tunxis@Bristol,  
430 North Main Street, Bristol, CT  
**Instructor:** Frances Trelease

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For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
Electrical License Renewal Training Program

C, L, T License Required Electrical Training for 2017

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. Students must bring the “NEC 2014” (National Electrical Code) book.

4-hour Format!
Classes meet 8AM–noon, except as noted.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Location</th>
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<tbody>
<tr>
<td>Aug. 25</td>
<td>Friday</td>
<td>Manchester</td>
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<tr>
<td>Aug. 30</td>
<td>Wednesday</td>
<td>Bristol, 5 – 9PM</td>
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<tr>
<td>Sept. 11</td>
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<td>Bristol</td>
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<tr>
<td>Sept. 15</td>
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<tr>
<td>Sept. 27</td>
<td>Wednesday</td>
<td>Bristol, 5 – 9PM</td>
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</tbody>
</table>

Fee: $64
Location: Tunxis@Bristol, 430 North Main Street, Bristol, except as noted.

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.

OCT. 26, 27, NOV. 2, 3 (TH, F); 8AM – 4PM
You must attend all 4 sessions to earn your card.
Fee: $299
Location: Tunxis@Bristol, 430 North Main Street, Bristol
Instructor: David Stevens

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.

SEPT. 29, 30; (F) 4:30 – 8:30 PM & (S) 7:30 AM – 2:30 PM
NOV. 3, 4; (F) 4:30 PM – 8:30 PM & (S) 7:30 AM – 2:30 PM
Fee: $129
Location: Tunxis@Bristol, 430 North Main Street, Bristol

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
Non-Credit Creative Photography Certificate

Non-credit photography students who complete the following classes and have their portfolio reviewed and accepted by our instructors will earn a non-credit certificate in Creative Photography from Tunxis Community College.

- **Understanding Your Digital SLR Camera (Formerly Level 1)** 12 hours
  *Digital Photography Boot Camp can substitute for this class*
- **Applied Creative Photography (Formerly level 2)** 12 hours
- **Photoshop for Photographers (Formerly Photoshop Elements)** 15 hours
- **Basic Artificial Lighting or Flash Portraits (Formerly Flash Photography)** 12 hours
- **Advanced Photography** 18 hours

(To request a portfolio review, contact Victor Mitchell, Director of Business and Industry Services for Tunxis Community College. He will arrange a time to drop off your material for review.)

Tunxis Community College non-credit Creative Photography Certificate will be awarded in May/June. Please allow 30 days for the review process to take place.

**NOTE:** Additional workshops may be offered throughout the year based on student interest. The registration deadline for photography courses is one week before the start date of the course. Early registration is encouraged for best selection and to ensure your class is not canceled due to lack of enrollment.

For more information or to register,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
Applied Creative Photography

In “Understanding your Digital SLR Camera” you learned how to use your digital camera. Now it’s time to practice what you’ve learned in this hands-on outdoor course. The class meets every week at four different photogenic locations, all within easy driving distance of the college. Each session will highlight particular camera skills learned in the classroom, and apply them to that week’s location. Every location will offer different challenges for the beginning and experienced photographer! A few of the many skills covered are as follows: choosing the right ISO for the lighting conditions, should aperture, shutter priority, or manual exposure settings be used, would a CPL filter be appropriate, is a tripod necessary, is depth-of-field a concern, what would be the best lens choice for the location, and much more. Plus, one session will be devoted to using shutter-priority to “freeze” or “blur” the motion of falling water. In another session, using aperture-priority, you’ll learn to take better outdoor portraits using reflectors and fill-flash. You’ll gain confidence in your camera skills with each session, in a fun-filled informal atmosphere.

Prerequisite: “Understanding Your Digital SLR Camera,” or permission from the instructor before the start of the course.

Oct. 14 – Nov. 4 (S); 10AM-1PM; (4 sessions)
Fee: $149
Class will be conducted off-site. The instructor will contact students about the location.
Instructor: Eric Dreeke

For more information or to register,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
PHOTOGRAPHY COURSES

Basic Artificial Lighting

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

This course is 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 “An Understanding of Your Digital SLR Camera” and “Applied Creative Photography” or 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.

Oct. 23 - Nov. 13 (M); 6 – 9 PM
Fee: $149
Location: Tunxis@Bristol, 430 North Main Street, Bristol, CT
Instructor: Eric Dreeke

Photoshop for Photographers

Have you wanted to use Photoshop but didn’t know where to start? In this Photoshop course you will learn to navigate the program interface, how to properly use Photoshop tools, discover how to retouch and color correct images as well as an introduction to professional image overflows. Learn techniques used to create professional looking images using Camera Raw, layers, masks, filters, and blend modes. Advanced Photoshop users with no formal training will also benefit from this class as tips, tricks, keyboard short cuts and essential foundation skills are covered. Basic computer skills are necessary. Students will need to bring a flash drive to class.

Oct. 17 – Nov. 21 (T); 6 – 9 PM (6 sessions)
Fee: $219
Room: 6-227, Mac Lab
Instructor: Lisa Cherie

Flash Portraits

Dramatically increase the impact of your photos using the versatile and powerful light from a hot shoe flash (speed light). Cut right to the chase with hands on learning on how to use a speed light on- and off-camera. Classes include plenty of opportunity for students to get real-life shooting experience from products to portraits. No matter your current skills you will learn about lighting, camera settings, diffusers, and how to use your hot shoe flash with ease. Students must bring their own DSLR camera to class and a hot shoe flash if you have one. Off-camera flash equipment will be provided by the instructor for class use. Recommended Prerequisite: “Understanding Your Digital SLR Camera” or equivalent practical experience. A $20 materials fee to be paid to the instructor at the first class.

Sept. 27 & Oct. 4 (W); 6 – 9 PM (2 sessions)
Fee: $79
Location: Tunxis@Bristol, 430 North Main Street, Bristol, CT
Instructor: Lisa Cherie

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
Digital Asset Management

Do you have thousands of photos?
Are you running out of space on your hard drive?
Learn how to organize, back up, and archive your digital photos. This class will teach you how storage hardware, file formats, metadata and software applications work together to keep your images safe and easy to find. Bring a USB drive or external hard drive with a group of photos you would like to use for a class example. Please note that Adobe Bridge will be our primary software for class examples. We recommend you take this class prior to Photoshop. Prerequisite: computer skills.

Sept. 26 – Oct. 10 (T); 6 – 9PM (3 sessions)
Fee: $109
Location: Room 6-227 main campus Farmington Mac Lab
Instructor: Kristen Hines-Baker

The Art of Photographic Composition

Take more visually compelling photographs as you learn the importance of compositional elements, subject placement, geometry, and lines. This class will teach effective use of photographic concepts which students will apply through several photo composition assignments and discussions.

Sept. 27 & Oct. 4 (W); 6 – 9PM (2 sessions)
Fee: $79
Location: Tunxis@Bristol,
430 North Main Street, Bristol, CT
Instructor: Kristen Hines-Baker

For more information or to register,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
Pet First Aid
The program will present those skills necessary for you to care for your pets before, during, and after an emergency. Topics include pet basic first aid, pet CPR, choking care, heat and cold emergencies, health signs to watch out for. This Class DOES NOT replace the need for your veterinarian.

Oct. 21 (SA); 9AM – 1PM
OR
Dec. 2 (SA); 9AM – 1PM
Fee: $39 (includes text)
Location: Tunxis@Bristol,
430 North Main Street, Bristol
To register call 860.314.4700
Pets are not allowed to attend the class with the exception of service and K-9 working dogs

Introduction to the Four Agreements - Part I
As seen on “Oprah,” the book “The Four Agreements,” written by Don Miguel Ruiz, uses an ancient Toltec wisdom to apply simple agreement in life.

1. Be impeccable with your word.
2. Don’t take anything personally.
3. Don’t make assumptions.
4. Always do your best.

These agreements while on the surface seem simple, once practiced and applied change lives and behaviors that affect us personally and by extension professionally. By overcoming limiting beliefs, improving the way you use your language, improving relationship skills, understanding others, decreasing misunderstandings and disagreements, increasing clarity and always doing your best, you improve both your personal and professional lives!

Sept. 13 (W); 9AM – 4PM
Fee: $90
Location: Tunxis@Bristol,
430 North Main Street, Bristol
Instructor: Lisa Crofton

How Can I Control Stress and Anxiety in My Life
This is an experiential workshop that will enable participants to learn a variety of techniques that will help them in managing their stress and anxiety both at home and at work. As we know now, stress is the cause of most illness and disease; thereby creating much distress on the body. Come join me to learn visualization, affirmations, minute meditation, body scanning, breathing techniques and an understanding of energy that will give you an edge in realizing your life filled with more positive and enjoyable moments.

Nov. 28 (T); 9AM – 4PM
Fee: $90
Location: Tunxis@Bristol,
430 North Main St. Bristol, CT
Instructor: Barbara Pinto

Getting Paid to Talk: Making Money with Your Voice
Our single evening workshop offers an upbeat, entertaining introduction to the world of voice-over. From industry pros and cons to real-world examples, attendees will learn behind the scenes basics of both the creative and business aspects of the field in a manner that is both fun and realistic. Questions and class engagement are always encouraged.

Sept. 21 (TH); 6 – 8:30 PM (1 session)
Fee: $25
Location:TBA

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
Combined Basic Safe Boating/Personal Watercraft

This 9-hour, 3-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.

Sept. 26, Sept. 28, Oct. 3 (T); 6-9PM
Fee: $25 nonrefundable
Room: 313

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.

Dec. 2 (SA); 8:30AM-4:30PM
Fee: $89
Location: Tunxis@Bristol
430 North Main Street, Bristol

IMPORTANT: PRIOR TO TAKING A BOATING CLASS,
each student must create an account online at www.ct.gov/deep.

• Click “Purchase a Hunting/Fishing License” and then click the START button.
• Print the page that includes your Conservation ID number and bring it to class
• Once your score is entered in the DEEP system, you will use your account to purchase and print the certificate after class.

For more information or to register,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
Withdrawals/Refunds:
Refunds may be obtained if your written withdrawal is submitted to the Continuing Education & Workforce Development 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 classes.

Course Cancellations:
Low enrollment may result in course cancellation. Students may accept a refund or transfer the tuition to another course during that semester. Course schedules may be altered due to instructor availability or in the event of inclement weather. Please check the Weather Line at 860.773.1301 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.

Attendance Policy:
Unless otherwise indicated, students must attend at least 80% of a course to receive a certificate of completion.

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 Rite Aid).

For Continuing Education information and more, become a fan on Facebook: facebook.com/tunxis.
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- All courses taught by Tunxis faculty
- Same rigor as our 15-week, on-campus courses
- Complete one to two classes at a time
- Receive your 21-credit certificate in 6 months and/or
  60-credit associate degree in 22 months

Fully Transferable:
- Courses transfer into any bachelor’s degree program
- Continue seamlessly to an online, accelerated
  bachelor’s degree

Fully Accredited:
- Accreditation Council for Business Schools and Programs
- Connecticut Board of Governors for Higher Education
- The New England Association of Schools and Colleges

Fully Affordable:
- Cost per 3-credit course
  - Tunxis Community College - $599*
  - Public State University - $1,600+*
  - Private College - $3,000+*
    (*plus books)
- Financial aid and payment plans available

www.tunxis.edu/fastba

Tunxis Community College
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I Did It!

“The Medical Assisting Program at Tunxis was one of the best experiences of my life. After many years of contemplating a career change, I finally took a leap of faith and entered the program. From my first phone call for information to post graduation, the support the Tunxis administrators and program educators have provided has been phenomenal. High expectations, excellent academic curriculum, and extraordinary supportive staff are the cornerstones to the program’s success and that of its graduates.”

– Carole McLaughlin, Class of July 2015
Medical Assistant, UCONN Health, Simsbury, CT

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- Project Management
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- Physical Therapy Aide
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- Optician Certification Training
- Microsoft Office Certification
- Certified National Pharmaceuticals Representative

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- Phlebotomy Technician
- Pharmacy Technician
- Real Estate Sales
- Veterinary Assistant
- Medical Administrative Assistant
- EMT-Basic
- Security Guard Certification
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