

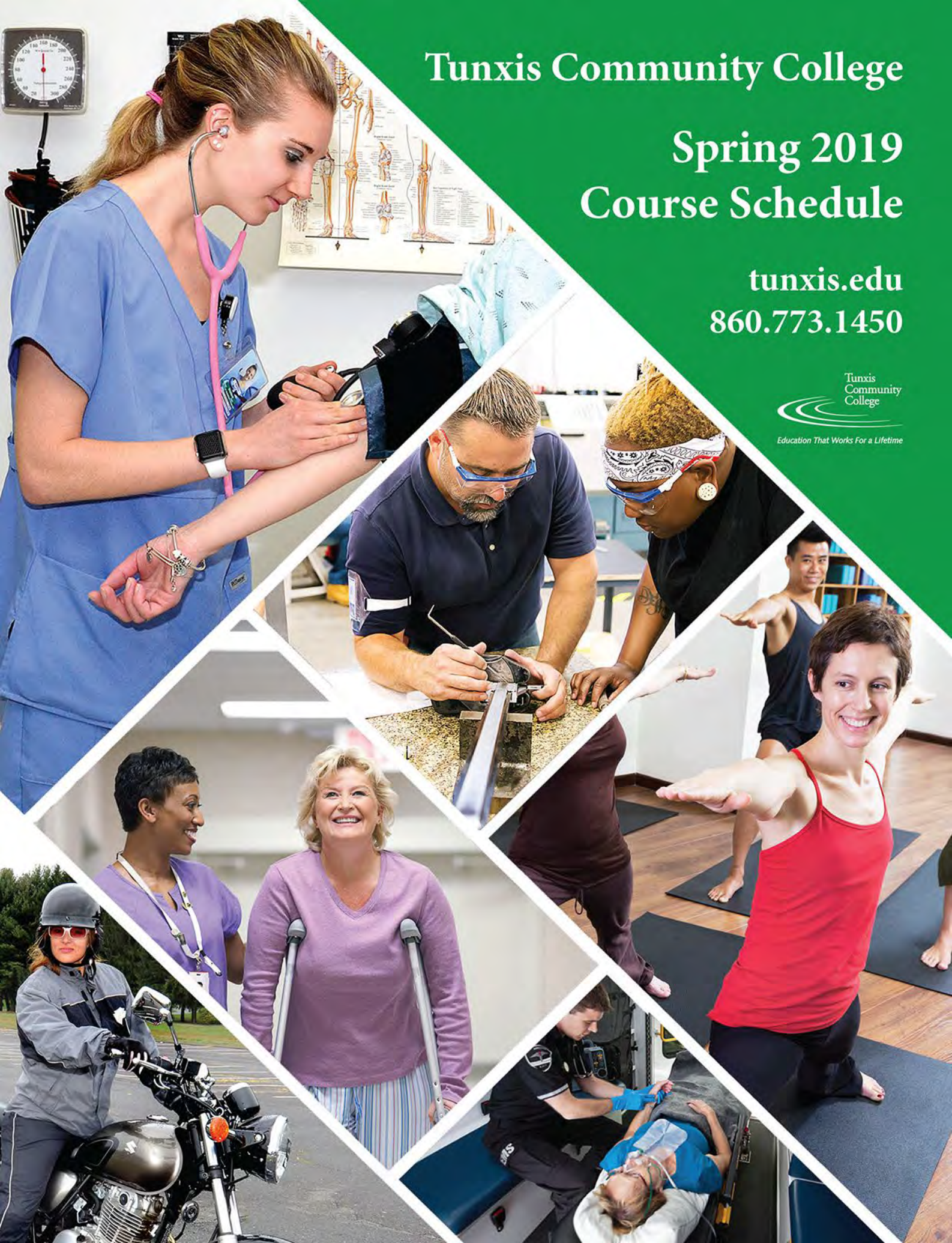
Tunxis Community College

Spring 2019 Course Schedule

tunxis.edu
860.773.1450



Education That Works For a Lifetime



Health Careers **OPEN HOUSE**

**Thursday, January 17
from 5:00-7:00 p.m. in
700 Building Hallway**

Learn more about our in-demand Healthcare Career Certificates

- Certified Sterile Processing Technician
- Certified Medical Administrative Assistant
- Certified Nurse Aide (CNA)
- Certified Patient Care Technician
- Certified Pharmacy Technician
- Certified Phlebotomy Technician
- EMT
- Massage Therapy
- Registered Medical Assistant
- Veterinary Assistant

SNAP SCHOLARSHIPS AVAILABLE



SAVE \$100
off any Health Careers class!



Class must be over \$300 and coupon presented at the open house. Valid with this coupon.
HEALTHCARE CAREER PROGRAMS ONLY. Cannot be combined with any other offers.

REGISTRATION INFORMATION

The registration form (p. 42) 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-6PM

Thursday • 9AM- 6:30PM Friday • 9AM- 5PM

MAIL

Registration form (p. 41) & 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. 41). Include required VISA, Discover, American Express, or MC number & expiration date.

Fax to 860.606.9732 or 860.606.9722

Continuing Education & Workforce Development

Phone: 860.773.1450

Bristol: 860.314.4700

Fax: 860.606.9732

Email: tx-continuing-ed@tunxis.edu

Online: tunxis.edu/ce

Healthcare Career Programs

Phone: 860.773.1453 or 860.773.1454
or EMT Program: 860.314.4700



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.

Spring 2019

Schedule of Programs and Courses

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From the classroom to a healthcare career in weeks to months.

NEW! Scholarships for SNAP Recipients

If you are a Connecticut resident and currently receive SNAP assistance, you may be eligible to enroll in one of our healthcare career certificate programs at no cost!

We are proud to be able to offer these federally funded scholarships, which are administered through the state's Department of Social Services.

Website: <https://portal.ct.gov/DSS/SNAP/Supplemental-Nutrition-Assistance-Program---SNAP/Eligibility>

The following certificates** are included in this scholarship program:

- Certified Nurse Aide
- Certified Medical Administrative Assistant
- Certified Patient Care Technician
- Certified Pharmacy Technician
- Certified Phlebotomy Technician
- Certified Sterile Processing Technician
- Certified Phlebotomy & EKG Technician
- Emergency Medical Technician
- Registered Medical Assistant
- Veterinary Assistant

***List is subject to change*

SNAP scholarships are available to primary card holders who do not receive TANF assistance.

Contact the SNAP Success Coach, Shaina Hamel, at 860.773.1454 or SNAP@tunxis.edu to see if you qualify and sign up for a mandatory orientation.

HEALTHCARE CAREERS INFORMATION

NEW! Payment Plans

Take advantage of our new, easy payment plans! No interest and a one-time fee of \$25 per plan. **Call Continuing Education at 860.773.1450 for details!**

Loan Option - CHESLA

Connecticut Higher Education Supplemental Loan Authority
<https://www.chesla.org>

The **CHESLA Loan** is a low-cost fixed interest rate student loan available to Connecticut residents attending college in-state or out-of-state and to U.S. students attending college in Connecticut.

- Low fixed interest rate with stable and predictable monthly payments.
- Interest-only payments while in school for undergrads and for a six-month grace period after the student leaves school.
- An online application and pre-approval process.
- No deadline for application and no application fee.
- A student or co-applicant(s) (if any) must have a minimum \$20,000 adjusted gross annual income (AGI). There is no maximum income limit.
- Loans from \$2,000 up to the total cost of education per academic year (less any other financial aid received), to a cumulative maximum total of \$125,000
- The review and processing of an application takes no longer than 2 weeks. The college will then need to certify the loan and there is a required rescission period. At that point, the college will set a disbursement date with the loan servicer.

WIOA - Workforce Innovation and Opportunity Act

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. **Call 860.899.3500 to learn more.**

Charter Oak State College

Students who have successfully completed the Registered Medical Assistant, Certified Medical Administrative Assistant, Certified Patient Care Technician, Certified Phlebotomy Technician, Certified 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. Credits may be used at Charter Oak State College or transferred to another school by setting up a credit registry with Charter Oak.

(Note: 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 healthcare careers courses or programs. Those with previous convictions may also find it difficult to secure employment within a health care setting.

HEALTHCARE CAREERS

NEW! Massage Therapy

WIOA Approved

Classes Begin Monday, Feb. 4

Massage therapy is one of the fastest growing and most diverse occupations in the health care industry. This 13-month program prepares you for work in health clubs, gyms, day spas, corporate settings, massage clinics, with chiropractors, or to start your own business. Massage therapists treat clients by using touch to manipulate the muscles and other soft tissues of the body. With their touch, therapists relieve pain, help heal injuries, improve circulation, relieve stress, increase relaxation, and aid in the general wellness of clients. Students who complete this program are eligible to take the national licensure exam (MBLEx). The MBLEx (Massage & Bodywork Licensing Examination) is governed by the Federation of State Massage Therapy Boards (FSMTB). It is designed to provide a standard examination for students of massage for entry-level professional scope of practice in gaining licensure.

Program starts Tuesday, Sept. 4,
M – TH, 5-9PM

Instructor: Sue Passini, LMT

Payment Information

Total program cost is \$9,157

- Includes tuition, administrative fee, textbooks, clinical internship, uniforms and MBLEx examination fee. (Licensing fee is not included)
- A payment plan is available.

Contact Information

For more information, please contact Sue Passini at 860.773.1458 or spassini@tunxis.edu.



Registered Medical Assistant Program

WIOA Approved

SNAP Approved

Registered medical assistants are in demand. Learn office procedures and everyday tasks MAs perform in doctors' offices, clinics, and hospitals. This program includes computer skills; therapeutic communication skills; anatomy & physiology; clinical office procedures; phlebotomy & pharmacology; electronic health records; financial management; healthcare insurance processing; billing and coding; medical law & ethics; medical office procedures; and medical terminology. Students who complete this program are eligible to take 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
- Program starts Wednesday, Feb. 6 and runs every spring and fall

Payment information: Total program cost is \$7,950.

- Includes tuition, administrative fee, books, uniforms, and AMT examination fees. A payment plan is available.

Contact Information: For more information or to register, contact Shaina Hamel, CPT, RMA, LPN, at 860.773.1454, shamel@tunxis.edu or Cheryl Conaty, RN, at 860.773.1453, cconaty@tunxis.edu.



BLS CPR for Health Care Providers

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, course completion card and exam.

April 12 (F); 9AM – 12PM

Cost: \$100

Room: Founders Hall

CRN: 1595



NEW! Heartsaver CPR AED

A 2-3 hour course designed to teach lay rescuers (security guards, personal trainers, church organizations, teachers, etc.) how to recognize and treat life-threatening emergencies, whose job requires a course completion card documenting one rescuer adult and/or pediatric CPR, Foreign Body Airway Obstruction, and AED training. Cost includes: Student textbook, practical exam, and course completion certificate.

April 12 (F);
12:30-3:30PM

Cost: \$75

Room: Founders Hall



HEALTHCARE CAREERS



Caregiver Training

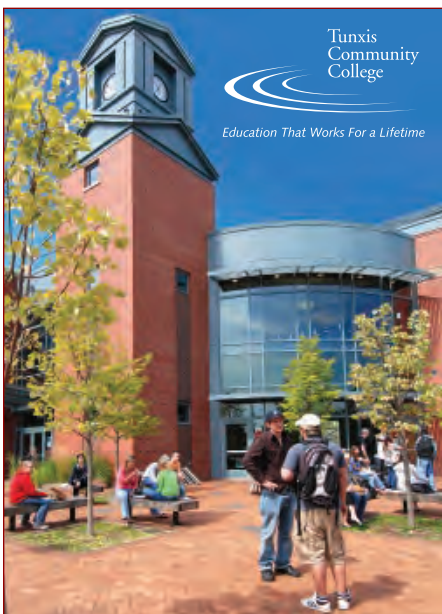
This course is designed to prepare individuals to work as caregivers and/or care for loved ones in the home setting. The concept of a medical home is one of several emerging trends in medicine. This training will cover the necessary information and skills needed to deliver safe and competent care. Lecture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

March 18 – April 15 (M); 6 – 9PM

Cost: \$304

Room: 202

Instructor: Barbara Korza, RN



Certified Medical Administrative Assistant Program

WIOA Approved

SNAP Approved

Play a key role in running a medical office. This 5-1/2-month, 340-hour, program prepares you for the vital duties of the front office, from scheduling appointments and billing insurance companies to handling patient records.

The 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. Students who complete this program are eligible to take the National Healthcareer Association CMAA Examination.

- Clinical externships are held at physicians' offices and clinics within our college service area
- Program runs every spring & fall

Program starts Wednesday, Feb. 6.

Total program cost is \$4,145.

- Includes tuition, administrative fee, books, uniforms and NHA examination fee.
- A payment plan is available.

Contact information

For more information or to register, contact Cheryl Conaty, RN, at 860.773.1453 or cconaty@tunxis.edu.



This course is required for all Healthcare Career Programs

Essential Job Skills & Career Development

This 14-hour course is designed to aid students in successfully transitioning into their chosen careers. Emphasis will be placed on the development of a resume, essential interview skills, and soft skills to give students the tools to secure and retain employment. Students will engage in mock interviews to develop these skills. Guest speakers will cover topics such as "what makes a successful employee" and "how to ensure a good interview." Team building, conflict resolution in the workplace and providing quality customer service will also be covered. Note: Bring USB drive and resume to class.

* Required for a certificate of completion from the following healthcare career programs:

- Certified Nurse Aide
- Certified Phlebotomy Technician
- Certified Phlebotomy/EKG Technician
- Certified Sterile Processing Technician
- Certified Pharmacy Technician
- Certified Patient Care Technician

Class meets Thursdays, Fridays or Saturdays – 4 sessions:

Thursdays: April 11, 18, 25, May 2; 5:30-9PM

Fridays: April 12, 26, May 3, 10; 9AM-12:30PM

Saturdays: April 6, 13, 27, May 4; 9AM-12:30PM

* **Cost: \$175** (Tuition for this course is included in each program's total cost.)

Instructor: Karen Lyga, CMAA

HEALTHCARE CAREERS

Certified Patient Care Technician (CPCT) Program

WIOA Approved

SNAP Approved

CPCTs 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. CPCTs 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

To earn the CPCT certification from Tunxis, you must successfully complete the following programs within two years (all programs must be taken at Tunxis):

- Certified Nurse Aide program or provide proof of current CNA certification or LPN licensure
- Certified Phlebotomy Technician program
- Certified EKG Technician program
- BLS CPR for Health Care Providers

Students who complete this program are eligible to take the National Healthcareer Association CPCT Examination.

Payment Information

Total program cost is \$5,049. For current CNAs, \$3,710.

- Includes tuition, administrative fee, books, uniforms, Essential Job Skills & Career Development course (see p. 6) and NHA CET & CPCT examination fees
- \$279 (Optional) Phlebotomy Externship fee (24 hours)
- A payment plan is available

Contact Information

For more information or to register, contact Cheryl Conaty, RN, at 860.773.1453 or cconaty@tunxis.edu.



Certified Pharmacy Technician Program

WIOA Approved

SNAP Approved

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. Students must attend at least 90% of the classes and a minimum grade of 70 to pass the program.

Course prerequisite: basic fluency in both math and algebra. Students who complete this program are eligible to take the Pharmacy Technician Certification Board Examination (PTCB).

Feb. 11 – April 22 (M&W), 6-9PM
(no class 2/18)

Instructors: CT Pharmacists Assoc.

Payment Information

Total program cost is \$1,524.

- Includes tuition, administrative fee, books, Essential Job Skills & Career Development course (see p. 6) and the PTCB examination fee.
- A payment plan is available.

Contact information

For more information or to register, contact Cheryl Conaty, RN, at 860.773.1453 or cconaty@tunxis.edu.

**COMING SOON! PHARMACY
TECHNICIAN EXTERNSHIP!!**

HEALTHCARE CAREERS

Certified Phlebotomy Technician Program

WIOA Approved

SNAP Approved

This program is 120 hours and includes classroom and a hands-on training. Course content includes: basic aspects of medical terminology; anatomy and physiology; venipuncture; specimen collection procedures; safety and universal precautions; common laboratory tests with clinical significance to body systems and disease processes; and laboratory equipment. Students must attend 100% of the classes (make-up time available), receive a minimum grade of 75 and satisfactory on all lab evaluations to pass the program.

Students are then eligible to sit for the National Healthcareer Association (NHA) CPT certification examination which is administered at the college. An optional externship experience is available after students complete the program.

Orientation: Feb. 6 (W)

Day program: Feb. 11 – May 6 (M&T), 9AM-2PM (no class 2/18)

Evening program: Feb. 11 – May 6 (M/T/W), 5:30-8:45PM (no class 2/18)

Room: 326

Payment Information

Total program cost is \$2,585.

- Includes tuition, administrative fee, books, uniforms, Essential Job Skills & Career Development Course (see p. 6), and NHA CPT examination fee.
- \$279 (Optional) Phlebotomy Externship fee (24 hours).
- A payment plan is available.

Contact Information

For more information or to register, contact Cheryl Conaty, RN, at 860.773.1453 or cconaty@tunxis.edu.



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 healthcare careers courses or programs. Those with previous convictions may also find it difficult to secure employment within a health care setting.

NEW! Phlebotomy Refresher Course**

If you need to brush up on your venipuncture skills, this 15-hour course may be for you! It includes a review of:

- Venipuncture procedure
- Labeling of specimens
- Tubes
- Order of draw
- Vein and site selection
- Infection control practices
- HIPAA
- Possible complications and special situations

The instructor will assess your current knowledge and technique prior to the start of the class. You may be advised to take a Phlebotomy program again. Hands-on experiences drawing blood and performing fingersticks will be done on fellow students and yourself in a supervised laboratory setting.

****Recommended if you haven't worked or been employed as a phlebotomist in the last 3 years.**

Students will work with coordinator to set up schedule.

Coordinator: Cheryl Conaty, RN

Fee: \$399

Room: 326

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: \$129

ed2go.com/tunxis (see page 30)

HEALTHCARE CAREERS

NEW! Certified Phlebotomy Technician/ EKG Technician Combined Program

The Certified EKG Technician program is now offered with the Certified Phlebotomy Program – become more marketable and add to your skill set!

Certified EKG technicians perform the critical tasks of administering electrocardiograms (EKGs) as well as Holter monitoring and stress testing. These tests can be performed during physical exams, when cardiovascular problems are suspected, or in preparation for surgery. The majority of technicians work in hospitals, physicians' offices and medical and diagnostic laboratories. Students must attend 100% of the classes (make-up time available), receive a minimum grade of 70 and satisfactory on all lab evaluations to pass the program.

Students are then eligible to sit for the National Healthcareer Association (NHA) CPT & CET certification examination which is administered at the college.

An optional Phlebotomy externship experience is available after students complete the program.



See Certified Phlebotomy Technician Program dates and times

Offered in the spring & fall

Feb. 21 – May 16 (TH); 5:30-9PM

Instructor: Mark Rouleau, RN

Room: 306

Payment Information

Total program cost is \$3,570.

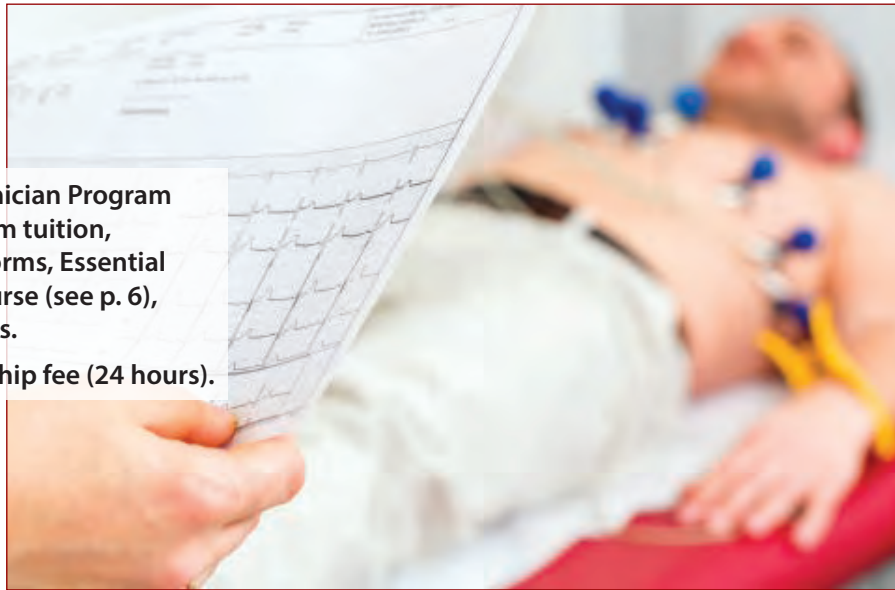
- Includes Certified Phlebotomy Technician Program and Certified EKG Technician Program tuition, administrative fees, textbooks, uniforms, Essential Job Skills & Career Development course (see p. 6), and NHA CPT & CET examination fees.
- \$279 (optional) Phlebotomy Externship fee (24 hours).
- A payment plan is available.

Contact Information

For more information or to register, contact Cheryl Conaty, RN, at 860.773.1453, cconaty@tunxis.edu.

WIOA Approved

SNAP Approved



Phlebotomy Technician Externship (Optional - 24 hours)

Open to recent program graduates and Phlebotomy Refresher students

Our clinical externship program, in affiliation with UConn Health Center and Bristol Hospital, offers students an opportunity to 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 8AM to 4:30PM.

Students will work with coordinator to set up schedule.

Coordinator: Cheryl Conaty, RN

Fee: \$279



HEALTHCARE CAREERS

Certified Nurse Aide (CNA)

WIOA Approved

SNAP Approved

Classes Begin Wednesday, Feb. 6

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. Students must attend 100% of the classes (make-up time is available), receive a minimum grade of 75 and satisfactory on lab and clinical evaluations to pass the program. The state examination is taken at the College.

CNA Program Options

- Day, evening and Saturday programs offered in spring, summer and fall

Payment information

Total program cost is \$1,579.

- Includes tuition, administrative fee, books, uniforms, Essential Job Skills & Career Development course (see p. 6), and CNA examination and registry fee.
- A payment plan is available.

Contact Information

For more information or to register, contact Cheryl Conaty, RN, at 860.773.1453 or cconaty@tunxis.edu.



Certified Sterile Processing Technician

WIOA Approved

SNAP Approved

Certified 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. A minimum grade of 70 and 80% class attendance is necessary for successful completion of the course. The student is then eligible to take the national certification examination through the Certification Board for Sterile Processing and Distribution, Inc. (CBSPD). Certification is mandatory for employment. Medical Terminology (available online: ed2go.com/tunxis) is suggested but not required.

Program runs every spring and fall

Feb. 7 – May 16 (TH), 5-9PM

Instructor: Peter Daigle

Room: 6-176

Payment information

Total program cost is \$1,604.

- Includes tuition, administrative fee, textbook, Essential Job Skills & Career Development course (see p. 6), and CBSPD national examination fee.
- A payment plan is available.

Contact Information

For more information or to register, contact Cheryl Conaty, RN, at 860.773.1453 or cconaty@tunxis.edu.



NEW! Certified Sterile Processing Technician Internship (Optional) (20 hours)

Complete an internship for the CSPT course at either the Orthopedic Associates Surgery Center in Rocky Hill or Glastonbury Surgery Center. Learn the hands-on skills that will make you more marketable and add this experience to your resume!

Dates: Students will work with coordinator to set up schedule

Coordinator: Cheryl Conaty, RN
Fee: \$279

HEALTHCARE CAREERS

**EMT Training: Call 860.314.4700 to register for all EMT classes below.
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.

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.

Feb. 6 – May 8 (M/W); 6-10PM – Plus select Saturdays
Fee: \$799 (includes text, CPR manual, and stethoscope)

Note: exam fees of \$100 and \$80 are paid by student directly to the state of Connecticut and the National Registry.

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



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.

Fee: \$245

Dec. 5 (W); 12 noon – 4PM
Standard BLS Refresher class
Dec. 6 – 8 (TH – SA);
8AM – 4PM

Feb. 27 (W); 12 noon – 4PM
Standard BLS Refresher class
March 2 - 4 (TH – SA);
8AM – 4PM



HEALTHCARE CAREERS

Veterinary Assistant Program

Gain the knowledge and skills you'll need for an entry-level position as a veterinary assistant. Our 14-week program will prepare you to become part of the veterinary team. Learn routine tasks used on a day-to-day basis to ensure quality pet care. Course components include Veterinary Front Office, Veterinary Assisting I & 2, Dental/Surgical Assisting and Veterinary Clinical Internship. This course is taught by a certified veterinary technician who is actively working in the industry. A minimum grade of 70, 80% attendance and clinical internship experience is required to pass the program.

Feb. 13 – May 15 (W), 6-9PM

Total program cost \$930.

- Includes tuition, textbook, navy blue scrub top, and internship fee.
- A payment plan is available.

Recommended course: Pet First Aid Cost: \$39
Offered at Tunxis@Bristol, call 860.314.4700.



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).

To register for this class visit
career training: ed2go.com/Tunxis

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.

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!

To register for this class visit careertraining.ed2go.com/tunxis



See page 29 for a complete list of our online Career Training Programs and enrollment information.

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Health Career Pathways

Certificate

Program Information

Students receive the foundation necessary for further study in health care professions. Credits from the program may be applied toward health care programs requirements such as nursing, within CT's Community College System.

For a complete guide with recommended sequence of required courses, find your program of interest at tunxis.edu/academics.



For more information, contact:

Robert Smith, Ph.D., Department Chair
Health Career Pathways
rsmith@tunxis.edu
860.773.1648

Rev. 11/14/2018

For a credit application form, see tunxis.edu/apply

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Register for Spring Credit Courses at Tunxis Community College

**Credit classes start Thursday, January 24.
Late start options available – tunxis.edu/latestart**

- Seamless transfer to the CT State Universities—the most affordable way to start on a bachelor's degree!
- Experienced faculty dedicated to your success
- More than 70 challenging, affordable associate degree and certificate options
- Financial aid and payment plans

Call: 860.773.1490 • tunxis.edu/apply

For a credit application form, see tunxis.edu/apply

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Business Administration Program

Associate Degrees

- **Business Administration**
- **Accelerated Business Administration**
(can be completed online)
- **CSCU Transfer Ticket: Business Studies***

Career Certificates

- **Accelerated Business Administration**
(can be completed online)
- **Accounting**
- **Business Administration**
- **Finance**
- **Marketing**



Rev. 11/14/2018

Program Information

Finance, business, accounting and marketing are among the top 10 bachelor's degrees in demand by companies hiring new college graduates, according to a survey from the National Association of Colleges and Employers.

Gain valuable skills, advance your career or prepare to pursue a bachelor's degree in business with the many options at Tunxis. The Tunxis business program is the only associate degree in Connecticut to earn accreditation by the Accreditation Council for Business Schools and Programs (ACBSP).

Upon completing an associate degree, you can transfer to a four-year university program leading to a bachelor's degree. Several colleges offer guaranteed admissions to Tunxis students including the Connecticut State Universities, and UConn's regional campuses' School of Business.

For a complete guide with recommended sequence of required courses, find your program of interest at tunxis.edu/academics.

* Contact the program coordinator for details and requirements, or visit tunxis.edu/academics.

For more information, contact:

Tatiana Machado, Program Coordinator
Business Administration
tmachado@tunxis.edu
860.773.1628

For a credit application form, see tunxis.edu/apply

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Business Office Technology Medical Option

Associate Degree

- **Business Office Technology
Medical Option**

Certificate

- **Business Office Technology Health
Information Technology**

Program Information

The associate degree prepares students for positions in physicians' offices and health service agencies. The curriculum provides a knowledge of office administrative procedures, medical terminology, billing and claims procedures, and medical coding with a basic knowledge of business practices.

The degree transfers to Charter Oak State College's Health Information Management bachelor's degree program.

For a complete guide with recommended sequence of required courses, find your program of interest at tunxis.edu/academics.



For more information, contact:

Candace Carbone, Program Coordinator
Business Office/Health Information Technology
ccarbone@tunxis.edu
860.773.1609

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For a credit application form, see tunxis.edu/apply

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Computer Information Systems

Associate Degrees

- Computer Information Systems
- Computer Information Systems: Computer Programming Option
- Computer Information Systems: Network Administration Option
- Computer Science/Mathematics (Honors)

Certificates

- Computer Programming
- Network Administration
- Microcomputer Processing



Rev. 11/14/2018

Program Information

Students in these areas of study will prepare for employment in today's rapidly changing information technology field, gaining theoretical and technical knowledge in the areas of programming, networking, operating systems, systems analysis, and application software.

The Computer Science/Mathematics Honors program is an approved agreement with Central Connecticut State University, designed for those students who plan to pursue a career in computer programming, which requires a bachelor's degree from an ABET-accredited program, among other options such as math.

For a complete guide with recommended sequence of required courses, find your program of interest at tunxis.edu/academics.

For more information, contact:

Mahendra Shah, CIS Program Coordinator
Computer Information Systems
mshah@tunxis.edu
860.773.1638

For a credit application form, see tunxis.edu/apply

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Criminal Justice

Associate Degrees

- **Criminal Justice**
(can be taken on campus or completely online)
- **Criminal Justice: Corrections Option**
- **CSCU Transfer Ticket: Criminology Studies***

* Contact the program coordinator for details and program requirements, or visit tunxis.edu/academics.



Rev. 11/14/2018

Program Information

The Criminal Justice programs prepare graduates to perform the duties of entry-level criminal justice and corrections personnel, or go on for further studies. These degrees can be used as a career pathway as a police officer, law enforcement agent or private detective, as well as to transfer toward higher degree in criminal justice, public administration or law.

Tunxis graduates are employed in many agencies nationwide including Federal Protection Services, U.S. Secret Service, U.S. Bureau of Prisons, CT Department of Correction, CT State Police, and many local police departments.

For a complete guide with recommended sequence of required courses, find your program of interest at tunxis.edu/academics.

For more information, contact:

Jessica Waterhouse, CJ Program Coordinator
Criminal Justice
jwaterhouse@tunxis.edu
860.773.1646

For a credit application form, see tunxis.edu/apply

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Dental Assisting

Certificate

Program Information

This 10-month program offers preparation in chairside assisting and related office and laboratory procedures. Dental classes are held in the new state-of-the-art simulated dental clinic and lab facilities at Tunxis. Students gain hands-on clinical experience at various affiliated facilities that may include: the UConn School of Dental Medicine, state hospitals, state correction facilities, community health centers; and private dental offices. Graduates of the dental assisting program are eligible to take the Dental Assisting National Board General Chairside exam, required to become a certified dental assistant. The program also prepares students for the Infection Control Examination Dental Assisting National Board credential now mandated for all dental assistants under Connecticut law along with the study of radiation health and safety.

According to the U.S. Bureau of Labor Statistics, employment of dental assistants nationally is projected to grow 19 percent from 2016 to 2026, much faster than the average for all occupations. Dental assistants in Connecticut earn a median annual income of \$43,788, according to the CT Department of Labor.

Expanded Functions Dental Assisting (EFDA) is a new career opportunity in Connecticut that first requires becoming a Certified Dental Assistant through the Dental Assisting National Board, which can be completed at Tunxis. The Tunxis dental assisting program is accredited by the Commission on Dental Accreditation.

For more information, contact:

Gary L. Jacobs, Program Coordinator
Dental Assisting
gjacobs@tunxis.edu
860.773.1674



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For a credit application form, see tunxis.edu/ah

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Dental Hygiene

Associate Degree

Program Information

The Dental Hygiene program provides the skills and knowledge necessary to function effectively as an integral member of the dental health team. The program has an affiliation with University of Connecticut School of Dental Medicine and utilizes the facilities of the UCONN School of Dental Medicine, federal, state and local hospitals, and community health clinics.

-Hands-on classes are held in a state-of-the-art simulated dental clinic and lab facilities on campus.

-Tunxis Community College is the only public college in Connecticut to provide a degree in dental hygiene.

-Students have many opportunities to participate in community outreach service learning projects on the local, national and international level.

Graduates of the program are eligible to take the examinations for licensure given by Commission on Dental Competency Assessments. Graduates who pass both examinations are eligible for a Connecticut license.

Tunxis Community College's Dental Hygiene program is accredited by the American Dental Association Commission on Dental Accreditation.

This is a selective admissions program, with an application deadline in December. For a complete list of requirements, visit tunxis.edu/ah.



Rev. 11/14/2018

For more information, contact:

Patricia Johnson, Program Coordinator
Dental Hygiene
pjohnson@tunxis.edu
860.773.1679

For an application form, see tunxis.edu/ah

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Early Childhood Education

Associate Degree

- Early Childhood Education
- CSCU Transfer Ticket: Early Childhood Teacher Credential Studies*

Certificates

- Early Childhood Administration
- Early Childhood Education

* Contact the Program Coordinator for details and program requirements, or visit tunxis.edu/academics.

Program Information

This program provides students with the skills and competencies necessary to work effectively with young children, birth through age eight, in the field of professional childcare and education.

The degree program prepares students for positions as teachers and assistant teachers in a variety of early childhood settings. Instruction is designed to be practical for prospective teachers as well as individuals already in the field. It also prepares students for academic work at the baccalaureate level. Graduates of the ECE associate degree are eligible for the state of CT Early Childhood Teacher Credential.

Under supervision students gain experience working with children at the Tunxis Early Childhood Center.

For a complete guide with recommended sequence of required courses, find your program of interest at tunxis.edu/academics.



For more information, contact:

Joyce Voisine, Program Coordinator
Early Childhood Education
jvoisine@tunxis.edu
860.773.1344

Rev. 11/14/2018

For a credit application form, see tunxis.edu/apply

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Energy Management

Associate Degree

- Energy Management

Certificates

- Energy Core
- Energy Accounting
- HVAC Energy Analysis

Program Information

The Energy Management program is designed to help Connecticut and the region meet the demand for skilled energy analysts, technicians and managers.

The applied associate degree and related certificates provide practical skills in measuring, analyzing and reducing energy use in commercial and residential buildings. Credits from the certificates can be applied toward the A.A.S. degree.

Using the campus as a “living laboratory,” students gain hands-on experience in energy analysis using state-of-the-art digital equipment on various building systems. Students also complete on-the-job internships with partnering energy companies and receive job placement assistance upon graduating.

Courses in the Energy Management program can help prepare you for the Association of Energy Engineers (AEE) Certified Energy Manager (CEM) exam, an internationally-recognized industry certification.

For a complete description of the program, please visit tunxis.edu/energy.

Funding for the program is provided by the U.S. Department of Energy, State Energy Program administered by the CT Department of Energy and Environmental Protection, and the CT Energy Efficiency Fund.

For more information, contact:

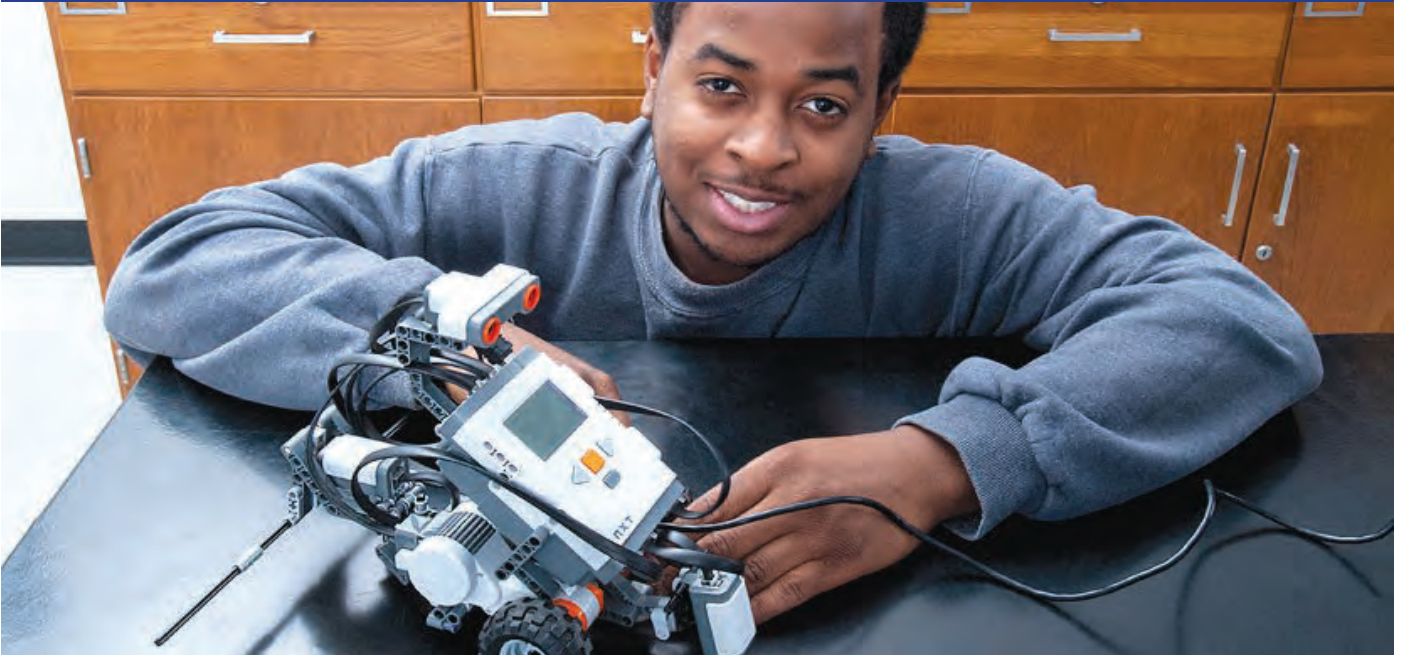
Eric Gribin, Program Coordinator
Energy Management
egribin@tunxis.edu
860.773.1318



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For a credit application form, see tunxis.edu/apply

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Engineering & Technology

Associate Degrees

- **Engineering Science**
- **Technology Studies**
- **Technology Studies: Biomolecular Science Option**
- **Technology Studies: Engineering Technology Option**
- **Technology Studies: Technology and Engineering Education Option**

Certificates

- **Computer Aided Drafting**
- **Lean Manufacturing**



Education That Works For a Lifetime

Rev. 11/14/2018

Program Information

These Tunxis programs are a cost-effective way to start on your path to a bachelor's degree and go into a career in technology, biomolecular science, or engineering. Graduates will receive a background in mathematics, science and general education courses for transfer into a four-year program.

Transfer Information: The associate in science degrees are part of the statewide College of Technology (COT) initiative, which provides career pathways for students to earn certificates, associate of science and bachelor of science degrees in engineering and technology disciplines. The COT curriculum prepares students enrolled in engineering science or technology program options at any of the Connecticut community colleges to seamlessly transfer their credits toward a four-year degree at sponsoring Connecticut universities.

Employment Opportunities: Over 75% of the top 100 fastest growing jobs will be in fields that require knowledge of math, science, or engineering principles (CT Department of Labor).

The average starting salary in the U.S. for a graduate with a bachelor's degree in engineering is approximately \$61,000 (NACE salary survey).

For a complete guide with recommended sequence of required courses, find your program of interest at tunxis.edu/academics.

For more information, contact:

Greg Szepanski, Program Coordinator
Engineering/Technology
gszepanski@tunxis.edu
860.773.1626

For a credit application form, see tunxis.edu/apply

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Graphic Design

Associate Degrees

- **Graphic Design**
- **Graphic Design Interactive Media**

Certificate

- **Graphic Design**

Program Information

The graphic design program provides an education in graphic design communications, using processes and technologies relevant to the professional design environment. Students develop skills in visual literacy, problem solving, image creation, typography, layout, publication, design, and graphic arts production using a wide array of industry-standard graphics software including Illustrator, InDesign and Photoshop. Students can complete work in a state-of-the-art Mac lab equipped with computers, scanners and color printers, or in the Computer Center on campus.

For a complete guide with recommended sequence of required courses, find your program of interest at tunxis.edu/academics.



For more information, contact:

Stephen Klema, Program Coordinator
Graphic Design
sklema@tunxis.edu
860.773.1647

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For a credit application form, see tunxis.edu/apply

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Homeland Security

Certificate

Program Information

This certificate offers students an in-depth understanding of the interrelated duties, relationships and issues of the agencies associated with Homeland Security. Upon completion of the certificate, students will be able to identify, describe and analyze security threats as individuals and in coordinated team settings. It is based on a model developed by Global Corporate College and the Transportation Security Administration. Tunxis is currently partnering with both agencies to offer these three courses to TSA employees as well as those who hope to find entry-level positions within the TSA.

For a complete guide with recommended sequence of required courses, find your program of interest at tunxis.edu/academics.



For more information, contact:

Jessica Waterhouse, Program Coordinator
Homeland Security
jwaterhouse@tunxis.edu
860.773.1646

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For a credit application form, see tunxis.edu/apply

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Human Services

Associate Degrees

- Human Services
- Human Services: Family Violence Intervention Option
- CSCU Transfer Ticket: Social Work Studies

Certificates

- Human Services
- Family Violence Intervention

Program Information

These areas prepare students to work in the broad and diverse field of human services through exposure to the most current thinking in the field, hands-on experience, and community networking. The associate degree curriculum provides a general background for work with children, families and adults.

Most professions in human services require academic work beyond the associate degree for continuing professional work and advancement. Individuals with an associate degree may be employed as case management aides, human services workers, residential managers, gerontology aides, special-education teacher aides, mental health technicians and social service technicians.

For a complete guide with recommended sequence of required courses, find your program of interest at tunxis.edu/academics.

Students who complete the Transfer Tickets: Social Work Studies degree at Tunxis are guaranteed admission into CCSU, ECSU, SCSU, WCSU, or COSC, however admission into the social work programs at the CT State Universities is competitive and is not guaranteed. Students interested in completing a degree in social work at each of these universities must apply for admission into the program and must meet GPA, course, and other requirements.



Education That Works For a Lifetime

Rev. 11/14/2018

For more information, contact:

Colleen Richard, Ph.D., Program Coordinator
Human Services
crichard@tunxis.edu
860.773.1637

For a credit application form, see tunxis.edu/apply

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Pathway to Teaching Careers

Associate Degree

Program Information

The Pathway to Teaching Careers program is designed to parallel the first two years of study at Central Connecticut State University for students preparing to enter a bachelor's degree program in elementary or secondary education.

Under this agreement with CCSU, students will save on the first two years of a bachelor's degree as they prepare to become a teacher, an occupation that continues to show high demand in Connecticut.

While attending Tunxis, students will benefit from dual advising with Tunxis and CCSU faculty. Pathway to teaching careers graduates will have the 15 CCSU credit requirement to apply to the teaching program waived.

For all provisions of the articulation agreement and a complete guide with recommended sequence of required courses, find your program of interest at tunxis.edu/academics.



For more information, contact:

Susan Gentry, Program Coordinator
Pathway to Teaching Careers
sgentry@tunxis.edu
860.773.1651

Rev. 11/14/2018

For a credit application form, see tunxis.edu/apply

Tunxis Academic Degree Programs



Tunxis Community College • 271 Scott Swamp Road, Farmington, CT 06032 • 860.773.1490

Visual Fine Arts

Associate Degrees

- Visual Fine Arts
- Visual Fine Arts: Photography Option

Certificate

- Photography

Program Information

The Visual Fine Arts program provides students with the skills necessary to transfer to a four-year institution offering undergraduate degrees in art and photography.

Students in some courses have the opportunity to display their work in exhibitions on campus in the Tunxis Barnes-Franklin Art Gallery, dedicated in 2008.

For a complete guide with recommended sequence of required courses, find your program of interest at tunxis.edu/academics.



For more information, contact:

Jaqueline Decker, Program Coordinator
Visual Arts & Photography
jdecker@tunxis.edu
860.773.1656

Rev. 11/14/2018

For a credit application form, see tunxis.edu/apply

The College of Technology

Manufacture Your Future



The College of Technology provides seamless career pathways for students to earn certificates, associate of science and bachelor of science degrees in engineering and technology disciplines, with no loss of credit upon transfer.

See page 23 for information on Tunxis engineering and technology programs.

The Regional Center for Next Generation Manufacturing (RCNGM) is one of seven National Science Foundation (NSF) Advanced Technological Education Centers in the United States. The RCNGM is led by the College of Technology at Tunxis Community College, a consortium of all 12 CT Community Colleges and eight public and private universities.

For more information on the College of Technology, contact:
Karen Wosczyzna-Birch at 860.723.0608, or kwosczyzna-birch@commnet.edu

Or visit - WWW.NEXTGENMFG.ORG



Find us on Facebook and Twitter@RCNGM



TUNXIS ONLINE LEARNING

Now you can learn anywhere!

**Classes begin monthly with start dates of
Jan. 16, Feb. 13, March 13, April 17**

Choose from more than 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 classes from home!

The screenshot shows the Tunxis Community College online learning website. At the top, there is a navigation bar with links for "My Classroom", "About Us", and "Help", along with "Sign In" and "My Cart (0)". The Tunxis Community College logo is on the left, with the tagline "Education That Works For a Lifetime". A prominent yellow banner in the center reads "Course fees start at \$129.". Below this is a search bar with the text "Search for Courses: Enter Search Here" and a search icon. On the left side, there is a "Browse Catalog" section with tabs for "Bundles", "Popular", and "New". A list of course categories is provided, including Accounting and Finance, Business, College Readiness, Computer Applications, Design and Composition, Healthcare and Medical, Language and Arts, Law and Legal, Personal Development, Teaching and Education, Technology, and Writing and Publishing. In the center, there is a featured course section for the "Accounting Fundamentals Series" with a "View More Courses" button. Below this, a welcome message reads: "Welcome to our Online Instruction Center. We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Ready to explore our catalog? Browse our catalog or check out our Popular and Featured Courses."

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.

TUNXIS ONLINE LEARNING

This is a partial listing of courses offered.

Computer Mastery

Microsoft Access
Computer Skills for the Workplace
Excel
Keyboarding
PC Troubleshooting
PowerPoint
Publisher
Windows 7, 8 and 10
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, CC & 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

Visit
ed2go.com/tunxis
for more than 300
online classes.

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 2013, 2014, 2015
and 2016
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, & iPad Programming
Oracle
SQL



**The courses listed below
have open enrollment so you
can start at and time!**

Visit
careertraining.ed2go.com/tunxis.

Advanced 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

MOTORCYCLE RIDER EDUCATION

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.



IT'S THE LAW!

All applicants for a new motorcycle license must successfully complete the Connecticut Motorcycle Rider Education Program.

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 five-minute video, a summary of the training 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 non-refundable

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 or \$425 semi-private

Contact us to receive your Motorcycle Rider schedule of dates/times and registration information, or visit tunxis.edu/motorcycle.

**For more information, call 860.773.1446
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.

PROFESSIONAL DEVELOPMENT

NEW! Civic Engagement Certificate

The Civic Engagement Certificate (offered through Continuing Education) will empower students with the service-learning skillset needed to engage and assist their communities and business organizations personally and professionally. It will acquaint students with the pressing issues facing our 21st century communities and with the techniques to analyze and address these. This certificate will ultimately challenge students cognitively and inspire them to contemplate careers in their local organizations and communities – careers that will allow them to transform the lives of those with whom they come into contact.

Six-session program components include:

- Session 1: A Civic Engagement Primer
- Session 2: The History of American Government
- Sessions 3 and 4: The Many Faces of Civic Engagement: A Community and Organization Needs Analysis
- Session 5: Effective Communication and the Importance of Emotional Intelligence
- Session 6: Ethics and Leadership: The Strategy
- Session 6: The Next Steps
- Optional: Civic Engagement Internship (length to be determined in consultation with the student)

March 29 – May 3 (F); 11:00AM-2:00 PM

Room: TBA

Instructor: Dr. Rafaele Fierro and Staff

Fee: \$299 includes course-related materials

**For more information on the above course offering or to register,
call 860.773.1450 or fax 860.606.9732.**



PROFESSIONAL DEVELOPMENT

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. 2 & 9 (S); 9AM – 5PM

April 6 & 13 (S); 9AM – 5PM

Instructor: Paul Rich teaches SMART certification across CT and has been in the bartending industry for more than 15 years.

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

Fee: \$239 plus materials
(Materials fee of \$35 is payable to the instructor at the first class.)



Learn how to serve responsibly!

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

Principles and Practices of Real Estate

Before you can sell real estate, you must pass the state tests to be licensed. Our class will prepare you by providing clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Learn the special language of the real estate business, including operating procedures and important laws governing agency, title transfer, mortgages, agent conduct, and ethical practice. You will gain an extensive understanding of how the real estate marketplace works. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding.

Instructor: Laura Higgins

Fee: \$485 plus text

Feb. 25 – May 8 (M/W);

9AM-12 noon

Room: 6-173

Feb. 26 – May 9 (T/TH);

5:30– 8:30 PM

Room: 6-173



All Real Estate courses are approved by the Connecticut Real Estate Commission.

NEW!

Security Guard Training

Are you seeking entry-level employment in security, law enforcement or criminal justice? Security guards are in demand at airports, hospitals, shopping malls, recreation and entertainment facilities, office buildings, business complexes, and many other settings. All state of Connecticut security guards are required to complete an 8-hour training course for certification. Successful completion of our course will ensure that you are eligible for certification and well-qualified for employment in this important field.

Dates & Times: TBA

Please call 860.773.1450 or

email tx-continuing-ed@tunxis.edu for more information.

Fee: \$125



Tunxis
Community
College



PROFESSIONAL DEVELOPMENT

Electrical License Renewal Training Program 2019

C, L,T License Required Electrical Training

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, and other specific skill areas.



Students **must** bring the "NEC 2017" (National Electrical Code) book. Without the book, you will not be allowed in class. Students may upload the 2017 Code Book to their laptop or iPad.

4-hour Format!

Jan. 18 (F), Bristol
Feb. 2 (S), Bristol
Feb. 13 (W), Bristol, 5 – 9PM
Feb. 22 (F), Manchester Community College
March 9 (S), Bristol
March 22 (F), Manchester Community College
March 27 (W), Bristol, 5 – 9PM
April 5 (F), Bristol
April 26 (F), Bristol
April 27 (S), Bristol
May 3 (F), Manchester Community College
May 15 (W), Bristol, 5 – 9PM
May 31 (F), Bristol
June 8 (S), Bristol

NOTE:
Electrical License
Classes meet
8AM – noon,
at Tunxis@Bristol,
430 North Main
Street, Bristol
(except as noted).

Fee: \$69

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. For construction 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.

April 25, 26 and May 2, 3 (TH, F); 8AM – 4PM

Location: Tunxis@Bristol, 430 North Main Street, Bristol
Instructor: David Stevens
Fee: \$299

NOTE:
You must attend
all 4 sessions to
earn your card.

OSHA 10 For Industry

Our OSHA 10 training course for general industry is based on the OSHA 1910 standards. The program includes state-specific OSHA requirements: electrical safety, fire safety, PPE, hearing safety, hazard communications, and much more. The OSHA 10 training course is designed for workers in most factories and manufacturing operations, warehousing and other industries associated with manufacturing. Upon successful completion of the class you will receive a Federal Department of Labor OSHA 10 card.

Feb. 26 – 28(T – TH) 5 – 8:30PM

Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: TBA
Fee: \$135

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.

March 1 & 2 (F) 4:30 – 8:30PM &
(S) 7:30AM – 2:30PM

May 3 & 4 (F) 4:30 – 8:30PM &
(S) 7:30AM – 2:30PM

Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: David Stevens
Fee: \$135

For more information on any of the above course offerings or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.606.9732.

PHOTOGRAPHY COURSES

Creative Photography Certificate

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

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

- **Understanding Your Digital SLR Camera** – 12 hours
“Digital Photography Boot Camp” can substitute for this class
- **Applied Creative Photography** – 12 hours
- **Photoshop for Photographers** (formerly Photoshop Elements) – 18 hours
- **Basic Artificial Lighting or Flash Portraits** (formerly Flash Photography) – 12 hours
- **Advanced Photography** – 18 hours
(A portfolio review will be conducted in the Advanced Photography class by all instructors.)

NOTE: Additional workshops may be offered throughout the year based on student interest. Early registration is encouraged for best selection and to ensure your class is not canceled due to lack of enrollment.

Understanding Your DSLR Camera

Learn how to operate your digital (DSLR) camera, and discover its creative potential. Whether you are a beginner or have some experience, you will benefit from this course. Taking full advantage of your camera's capabilities, topics will include: camera handling, understanding ISO settings, lens choices, creative filter use, working with aperture and shutter controls, when to use flash, and demystifying your camera's menus, plus much more. Join us in an informal atmosphere, with emphasis on the individual needs of each student. Students will need a digital (DSLR) camera with manual control capability.

**Feb. 25 – March 18 (M);
6-9PM (4 sessions)**

**Location: Tunxis@Bristol,
430 North Main Street, Bristol
Instructor: Eric Dreeke
Fee: \$149**

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 “Understanding 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.

April 1 – 22 (M); 6 – 9 PM (4 sessions)

**Location: Tunxis@Bristol 430 North Main Street, Bristol, CT
Instructor: Eric Dreeke
Fee: \$149**



For more information on any of the above course offerings or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.606.9732.

PHOTOGRAPHY COURSES

Off Camera Flash Photography

One of the most useful tools to take your photography and creativity to the next level is learning how to use your external flash unit off the hot-shoe of your DSLR camera. In this class, you will learn the fun and easy way to create stunning pictures and portraits without the use of complicated equipment. Feel comfortable, confident, and excited about using a small portable flash unit off camera to create studio lighting in any location. Off camera flash equipment will be provided by the instructor for class use. Recommended prerequisite: "Understanding Your DSLR Camera" or equivalent practical experience with the instructor's approval.

April 17 & 24 (W); 6 – 9PM

**Location: Tunxis@Bristol
430 North Main Street, Bristol
Instructor: Lisa Cherie**

Fee: \$79 (A \$10 materials fee will be paid to the instructor at the first class.)

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.

**March 13 & 20 (W);
6 – 9PM (2 sessions)**

**Location: Tunxis@Bristol,
430 North Main Street, Bristol
Instructor: Staff
Fee: \$79**

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.

**Feb. 6, 13, 20 (W);
6 – 9PM (3 sessions)**

**Location: Room 6-227 Mac Lab
Instructor: Kristen Hines-Baker
Fee: \$109**

Photoshop for Photographers

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. Prerequisite: Basic Computer Skills. Students will need to bring a flash drive to class. **Digital Asset Management** is recommended before taking Photoshop.

**Feb. 27 – April 3 (W);
6 – 9 PM (6 sessions)**

**Location: Room 6-227 Mac Lab
Instructor: Lisa Cherie
Fee: \$219**



For more information on any of the photography course offerings or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.606.9732.

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 school. Each session will highlight particular camera skills learned in the classroom, and apply them to that week's location. A few of the many skills covered are: choosing the right ISO for the lighting conditions; should aperture, shutter priority, or manual exposure settings be used; when a CPL filter is appropriate; tripod use; "depth-of-field" a concern; the "best" lens choice, and much more. Plus, one session will be devoted to using shutter-priority to "freeze" or "blur" the motion of falling water. Prerequisite: **Understanding Your Digital SLR Camera**, or permission from the instructor before the start of the course.

**March 23 – April 13 (S);
10AM-1PM (4 sessions)**

**Location: Class will be conducted off-site. The instructor will contact students with location.
Instructor: Eric Dreeke
Fee: \$149**

PHOTOGRAPHY COURSES

Advanced Photography

Combine all your photography skills through the courses you have taken at Tunxis and challenge yourself to continue farther and explore and develop your personal photography style. This course will begin with a quick basic review on shooting in manual settings and editing in Photoshop. Other topics include: shooting environmental portraits, sports, events, finding features, discussing the ethics and copyright responsibility of photography, and completing a photo story package. Prerequisite: Completed other Tunxis classes, or approval of the instructor.

**April 17 – May 22 (W);
6 – 9PM (6 sessions)**

**Location: Tunxis@Bristol,
430 North Main Street, Bristol
Fee: \$219 (A \$25 materials fee will be
paid to the instructor at the first class.)**

**For more information on any
of the photography course
offerings or to register,
call 860.314.4700, email
tx-bcc@tunxis.edu, or
fax 860.606.9732.**

Digital Photography Boot Camp

In this intensive 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. You will be guided through a series of easy to understand steps including setting menu options for specific situations, auto focusing, ISO settings, JPEG vs. RAW and so much more. This program is a great place to start your adventure in quality photography. Prerequisite: Own a digital camera.

Jan. 9, 10, 11 (W-F) 9AM – 4PM; Friday is 9AM – 12 noon

**Location: Tunxis@Bristol, 430 North Main Street, Bristol
Fee: \$169**



NEW CLASS! The Art of iPhotography

This class will introduce you to the best photo apps for taking better photos with your iPhone and/or iPad. Learn how to edit your photos with popular editing apps, such as Snapseed. You will learn tips on photo composition and get better quality images using photo apps giving you control over your shutter speed, aperture and ISO settings. Learning about fun filters and textures will wow your friends and family! Students are required to have an iPhone 5/5S or later &/or iPad with the option to purchase photo apps for a few dollars (average \$2-4) for their devices.

March 20 – April 10 (W); 6 – 9PM (4 sessions) OR May 20 – June 17 (M); 6 – 9PM, No class 5/27 (4 sessions)

**Location: Tunxis@Bristol 430 North Main Street, Bristol
Instructor: Andy Mars
Fee: \$149**

SPECIAL INTEREST COURSES

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. Pets are not allowed to attend the class with the exception of service and K-9 working dogs.

March 9 (SA); 9AM – 1PM

April 27 (SA); 9AM – 1PM

Location: Tunxis@Bristol,
430 North Main Street, Bristol
Fee: \$39 (includes text)

For more information or to register,
call 860.314.4700,
email tx-bcc@tunxis.edu,
or fax 860.606.9722.



Explore Yoga

Yoga has been shown to tone and strengthen muscles, improve flexibility and balance, lower blood pressure, improve sleep and reduce stress, just to name a few of its benefits. In this class, everyone will learn to work to their own level of ability as Catherine provides easy-to-understand instruction in a lighthearted, low-key atmosphere. Breathing and relaxation techniques will be introduced. Even those who have never done yoga will feel at ease in this class. All will learn how to get the most out of their yoga practice. Participants are encouraged to wear comfortable exercise clothing and to bring a yoga mat and a blanket.



**Jan. 14 – March 18 (M); 6-7PM (8 sessions - no class Jan. 21 or Feb. 18) or
Jan.17 - March 21 (TH); 4:30-5:30PM (10 sessions) or**

April 4 - June 6 (TH); 6-7PM (10 sessions) or

April 8 - June 17 (M); 6-7PM (10 sessions – no class May 27)

Location: Room 6-374

Instructor: Catherine Crocket, ERYT

Fee: \$85 (8 sessions) or \$110 (10 sessions)

Healing Through The Chakras

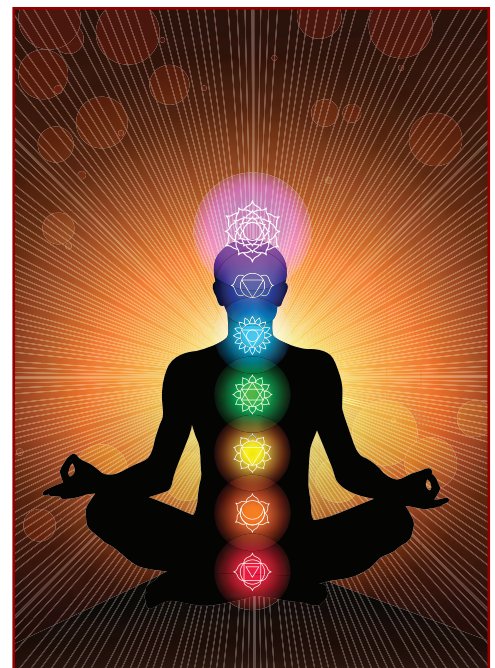
Some believe chakras (personal energy centers) hold the keys to healing physical ailments and past traumas, building lasting relationships, breaking through financial blockages, unleashing creativity, and achieving your goals on an abundant and energetic level. Learning how to clear and ground your seven main chakras is the fastest way to make a massive shift in your energy and have lasting change affecting every aspect of your life. Bring: a new personal journal, pen, yoga mat. Three classes, 1.5 hours each.

Jan. 28, Feb. 4, 11; 6:30 – 8PM or

April 1, 8, 15; 6:30 – 8PM

Instructor: Robin Anderson, LMT, Reiki Master

Fee: \$150



SPECIAL INTEREST COURSES

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.



One-Day Combination Safe Boating/Personal Watercraft

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 on Saturdays from 8:30AM – 4:30PM

February 9

March 2

April 6

May 11

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

Fee: \$89

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.

March 5, 7, 12 (T/TH); 6-9PM

April 9, 11, 16 (T/TH); 6-9PM

May 14, 16, 21 (T/TH); 6-9PM

June 11, 13, 18 (T/TH); 6-9PM

Room: 313

Fee: \$25 non-refundable

TUNXIS@BRISTOL MANUFACTURING PROGRAMS

All classes are held at Tunxis@Bristol, 430 North Main Street, Bristol.

CALL 860.314.4700 TO REGISTER AND FOR MORE DETAILS.

Keep in touch by emailing tx-BCC@tunxis.edu and be added to our mailing list.

Courses Can Be Applied to Apprenticeship Hours

Tunxis Community College offers educational manufacturing courses such as blueprint reading, manufacturing math and metrology, that can be applied to satisfy the related instruction required in your registered apprenticeship programs.

Each year of registered apprenticeship requires a minimum of 2,000 hours of on-the-job training and 144 hours of related classroom instruction. Most apprentices interested in manufacturing careers are in training for three to four years, which translates to between 6,000 and 8,000 hours of on-the-job work and up to 576 hours of related instruction.

General Introduction to Manufacturing

Our course starts with the basics in shop math, blueprint reading and metrology, and progresses into fundamental Geometric Dimensioning and Tolerancing (GD&T). There will be hands-on exercises, which will hone your skills in general manufacturing. If you are employed in the industry, our class will improve your skills in manufacturing. This is the place to start.

Dates and Times: TBA

12 sessions (36 hours)

Instructor: Thomas Vailionis

Fee: \$399, includes text "Pocket Guide to Geo Metrics"



Blueprint Reading – The Working Details

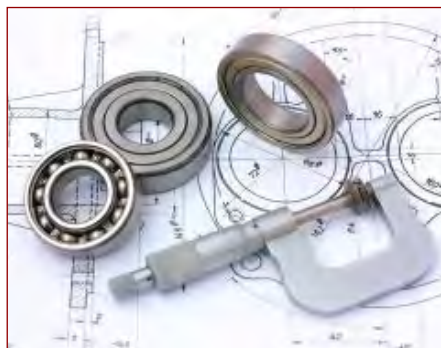
Are you familiar with detailed manufacturing blueprints? Where is the scale and what does it mean? Does that mean English or metric dimensions? Our programs go to the heart of industry blueprints, what they mean, what they don't say, and how to interpret them in the manufacturing and inspection of precision products. Our class will look at reading and interpreting lines, views, and dimensions, and their application for the job.

Dates and Times: TBA

8 sessions (24 hours)

Instructor: TBA

Fee: \$266



Metrology/Quality Inspection without Prejudice

This is a micrometer, this is a Vernier, this is a scale, this is a.... How many indicators will you find in one inch? This and more will be discussed and presented in a hands-on program covering inspection of manufactured parts. Surface plates, thread gauges, indicator stands, depth micrometers, dial indicators, optical comparators, and more will be presented. Leave with confidence that you can use quality control tools to verify your work.

Dates and Times: TBA

8 sessions (24 hours)

Instructor: TBA

Fee: \$266



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
- Geography
- 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

Massage Therapy Program



Classes run every spring and fall.

- **13-month program starts in September**
- **Massage therapy is one of the fastest growing and most diverse occupations in the health care industry.**
- **Includes classroom theory and hands-on techniques.**
- **Students who complete this program will be eligible to take the national Massage & Bodywork Licensing Examination.**

See inside for details.

Call 860.773.1458