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
“YEAR TO CAREER” PROGRAMS at TUNXIS COMMUNITY COLLEGE

Advanced Manufacturing Machining Technology Certificate – page 26
Business Administration Finance Certificate – page 27
Business Administration Certificate – page 27
Business Office Technology: Health Information Technology Certificate – page 28
Certified Medical Administrative Assistant – page 4
Certified Nurse Aide – page 8
Certified Patient Care Technician – page 5
Certified Pharmacy Technician – page 4
Certified Phlebotomy Technician – page 6
Certified Sterile Processing Technician – page 8
Computer Aided Drafting Certificate (CADC) – page 35
Computer Programming Certificate – page 29
Dental Assisting Certificate – page 21
Early Childhood Education Certificate – page 33
Emergency Medical Technician (EMT) – page 9
Energy Management: Energy Accounting Certificate – page 34
Energy Management: Energy Core Certificate – page 34
Family Violence Intervention Certificate – page 39
Homeland Security Certificate – page 38
Human Services Certificate – page 39
Loan Manufacturing Certificate – page 21
Massage Therapy – page 9
Microcomputer Processing Certificate – page 29
Registered Medical Assistant – page 9
Veterinary Assistant Program – page 5

Snap Scholarships Available

Class must be over $300 and coupon presented at time of registration. Class must be over $300 and coupon presented at time of registration.

$100 off any Healthcare Career Program!

SNAP SCHOLARSHIPS AVAILABLE

Tunxis Healthcare Careers
- Certified Sterile Processing Technician
- Certified Medical Administrative Assistant
- Certified Phlebotomy Technician/EKG Technician
- Certified Phlebotomy Technician
- Certified Patient Care Technician
- Certified Pharmacy Technician
- Certified Nurse Aide (CNA)
- Registered Medical Assistant
- Veterinary Assistant
- Skin Esthetics
- Massage Therapy
- EMT

$100 off any Healthcare Career Program!
Tunxis Healthcare Careers

SPRING OPEN HOUSE
January 16 (TH) • 5-7 PM
• see inside back cover for valuable coupon •

SUMMER OPEN HOUSE
May 7 (TH) • 5-7 PM
• mark your calendars •

Tunxis Healthcare Careers
Information Sessions

May 13 (W)
10 AM-12PM and 5-7 PM
Room 202

Email tx-continuing-ed@tunxis.edu to register.
Seating is limited. For more information on Healthcare Career Programs contact Cheryl Conaty, RN
860.773.1453 or cconaty@tunxis.edu.

Continuing Education & Workforce Development
Phone: 860.773.1448     Bristol: 860.314.4700
Fax: 860.606.9732 Email: tx-continuing-ed@tunxis.edu
Online: tunxis.edu/ce

Healthcare Career Programs
Phone: 860.773.1448 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 & Tutoring Center (860.773.1530), and speak to a Learning Accessibility specialist at least three weeks before the start of your class. Alternative formats of this material may be provided upon request.

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

Spring 2020
Career Training and Credit Programs

TABLE OF CONTENTS

Career Training Programs
Healthcare Career Info., Programs and Courses.............3
• Massage Therapy
• Registered Medical Assistant *
• BLS CPR for Health Care Providers and First Aid
• Certified EKG Technician
• Certified Medical Administrative Assistant
• Essential Job Skills & Career Development Course
• Certified Patient Care Technician*
• Certified Pharmacy Technician*
• Medical Math
• Certified Phlebotomy Technician*
• Certified Phlebotomy Technician/ EKG Technician Combined*
• Phlebotomy Refresher Course
• Phlebotomy Technician Externship
• Certified Nurse Aide (CNA)*
• Certified Sterile Processing Technician
• Certified Sterile Processing Technician Internship
• EMT Basic & EMT Basic Refresher
• Veterinary Assistant
• Skin Esthetics NEW!

Bartending with SMART ..............................................12
Boating Safety............................................................17
Civic Engagement Certificate .....................................11
Electrical License Renewal Training .........................13
Legal Secretary NEW! ................................................10
Manufacturing Training .............................................20
Motorcycle Rider Education Program .......................18
Online Learning.........................................................19
OSHA Training..........................................................13
Photography .............................................................14
Professional Development .........................................11
Real Estate ...............................................................12
Registration and General Information .......................22
Security Guard Training ............................................12
Special Interest Courses ...........................................17

* Program assessed by Charter Oak State College, see page 2.

Credit Programs & Registration
Academic Degree & Certificate - Credit Programs.......25
Admissions Procedures - Credit Programs...............43

Published twice a year by Tunxis Community College,
271 Scott Swamp Road, Farmington, Connecticut  06032
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

Note: 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.

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 860.773.1448 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.
**Massage Therapy**

**WIOA Approved**

**Classes Starting September 2020.**
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).

Instructor: Sue Passini, LMT

**Payment Information**
Total program cost is $9,222
- Includes tuition, administrative fee, textbooks, clinical internship, uniforms and MBLEx examination fee.
- A payment plan is available.

**Contact Information**
For more information, please call 860.773.1448 or email Tx-continuing-ed@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.**
- **Spring program starts Wednesday, January 22.**

Instructor: Shaina Hamel, CPT, RMA, LPN

**Payment Information:** Total program cost is $8,537.
- Includes tuition, administrative fee, books, uniforms, and AMT examination fees. A payment plan is available.

**Contact Information:** For more information, please call 860.773.1448 or email Tx-continuing-ed@tunxis.edu.

---

**BLS CPR for Health Care Providers and First Aid**
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. 17 (F)**
9AM – 12PM and 12:30 – 3:30PM (respectively)
Cost: $206 for both or $103 each
Room: Founders Hall
Certified Medical Administrative Assistant Program

WIOA Approved

SNAP Approved

Play a key role in running a medical office. This 5 1/2-month, 344-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, Jan. 22.
Instructor: Karen Lyga, CMAA

Total program cost is $4,995.

• Includes tuition, administrative fee, books, uniforms and NHA examination fee.

• A payment plan is available.

Contact information
For more information, please call 860.773.1448 or email Tx-continuing-ed@tunxis.edu.

Certified Pharmacy Technician Program

WIOA Approved

SNAP Approved

This 148-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. 3 – May 11 (M&W), 6-9PM (No class Mon., Feb. 17), Room: 306

• Essential Job Skills & Career Development – April 7-28 (T) 5:30-9PM, Room: 205

Instructors: CT Pharmacists Assoc.

Total program cost is $2,491.

• Includes tuition, administrative fee, books, Essential Job Skills & Career Development course (see p. 4) and the PTCB examination fee.

• A payment plan is available.

• Optional Externship $625 (80 hrs.)

Contact information
For more information, please call 860.773.1448 or email Tx-continuing-ed@tunxis.edu.
Certified Patient Care Technician (CPCT) Program

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 $5,913 (327 hrs.). For current CNAs, $4,262 (214 hrs.)

- Includes tuition, administrative fee, books, uniforms, Essential Job Skills & Career Development course (see p. 4) and NHA CET & CPCT examination fees
- $285 (Optional) Phlebotomy Externship fee (24 hours)
- A payment plan is available

Contact Information
For more info, call 860.773.1448 or email Tx-continuing-ed@tunxis.edu.

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. 5 – May 6 (W), 6-9PM
Room: 6-173

- Essential Job Skills & Career Development: March 5 – 26 (TH), 5:30-9PM, Room: 205
  Instructor: Tatjana Bechard, CVT

NEW DAY PROGRAM:
March 4 – May 27 (W), 9AM – 12:15PM, Room: TBA

- Essential Job Skills & Career Development: April 8 – 29 (W), 12:45-4PM, Room: TBA
  Instructor: Staff

Payment Information
Total program cost $1,159.

- Includes tuition, textbook, navy blue scrub set, and internship fee.
- A payment plan is available.
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 satisfactorily 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: Jan. 31 (F), 10AM-1PM, Room: 6-374
Day program #1: Feb. 4 – April 23 (T&TH), 9AM-2PM, Rooms: 305 & 326
  • Essential Job Skills & Career Development: March 2 – 23 (M), 5:30-9PM
Evening program: Feb. 3 – April 21 (M/T/W), 5:30-9PM, Rooms: 305 & 326
  • Essential Job Skills & Career Dev.: Feb. 6 – 27 (TH), 5:30-9PM, Room: 205

Orientation: March 30 (M), 10AM-1PM, Room: TBD
Day program #2: April 1 – June 22 (M&W), 9AM-2PM, Room: TBA
  • Essential Job Skills & Career Dev.: June 5 – 26 (F), 9AM-12:15PM, Room: TBA
Instructors: Colleen Smith, CPT & Stephanie Iris, CPT

Payment Information

Total program cost is $2,642.
  • Includes tuition, administrative fee, books, uniforms, Essential Job Skills & Career Development course (see p. 4), and NHA CPT examination fee.
  • $285 (optional) Phlebotomy Externship fee (24 hours).
  • A payment plan is available.

Contact Information

For more info, call 860.773.1448 or email Tx-continuing-ed@tunxis.edu.

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 19)
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
March 5 – May 28 (TH); 5:30-9:15PM (48.75 hrs.), Room: 306
Instructor: Mark Rouleau, RN

Payment Information

Total program cost is $4,056.

- 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.
- $285 (optional) Phlebotomy Externship fee (24 hours).
- A payment plan is available.

Contact Information

For more information, please call 860.773.1448 or email Tx-continuing-ed@tunxis.edu.

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: $285

Spring 2020 • Contact Tunxis Community College at tunxis.edu.
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 Dept. 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.

Orientation: Jan. 31 (F) 10AM-1PM, Room 6-173
Lecture: Feb. 3 - April 20 (11 Mondays & 1 Tuesday), 6–9PM, no class Feb. 17
• Essential Job Skills & Career Development: April 2, 16, 23, 30 (TH), 5:30-9PM, Room: 205
Pick one section of lab from the following:
Lab: Starts Feb. 5 for 12 weeks (W), 4-9:30PM
Lab: Starts Feb. 7 for 12 weeks (F), 7:30AM-1PM
Lab: Starts Feb. 8 for 12 weeks (S), 7:30AM-1PM
Orientation: Mar. 6 (F), 10AM-1PM, Room 202
Lecture: Mar. 10 – May 19 (T), 9:30AM-1PM, Room: 202
Lab: Mar. 12 – May 14 (TH), 8AM-3:30PM, Room: 202
• Essential Job Skills & Career Development: April 1-22 (W), 9AM-12:30PM, Room: TBA
Instructors: Jillian Boisvert, LPN & Barbara Korza, RN
Total program cost is $1,651 (payment plan available).
• Includes tuition, administrative fee, books, uniforms, Essential Job Skills & Career Development course (see p. 4), and CNA examination and registry fee.

Contact Information
For more information, please call 860.773.1448 or email Tx-continuing-ed@tunxis.edu.

Certified Sterile Processing Technician

Certified sterile processing technicians are responsible for the sanitation and packaging of surgical instruments in hospitals, surgical centers and clinics. This 80-hour 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.

Jan. 16 – May 28 (TH), 5-9:15PM, Room: TBA
• Essential Job Skills & Career Development: Mar. 3 – 24 (T), 5:30-9PM, Rm: 205
Instructor: Peter Daigle
Jan. 18 – May 30 (13 Saturdays & 2 Thursdays), 8:30AM-12:30PM, Room: TBA
• Essential Job Skills & Career Development: Mar. 7 – April 25 (S - no class 4/11), 1-3PM, Room: 205
Instructor: Teresa Silva
Total program cost is $2,218. A payment plan is available.
• Includes tuition, administrative fee, textbook, Essential Job Skills & Career Development course (see p. 4), and CBSPD national examination fee.

Contact Information
For more information, call 860.773.1448 or email Tx-continuing-ed@tunxis.edu.

Certified Sterile Processing Technician Internship (optional)

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!

Students will work with coordinator, Cheryl Conaty, RN, to set up schedule • Fee: $285 (20 hours)
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. 5 – May 13 (M/W), 6-10PM – Plus select Saturdays, 9A-3PM
Fee: $829 (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 • 860.314.4700

EMT Recertification
Continuing Education
Due to Public Act No. 19-118, as of January 1, 2020 the Connecticut Office of Emergency Medical Services (OEMS) will be changing the requirements for EMT/MRT recertification. Tunxis Community College is in the process of developing new programs to meet the new standards.

Call 860.314.4700 for more information.
NEW! Skin Esthetics
Estheticians provide skin treatments, hair removal, and other processes that help men and women maintain their personal appearance. Estheticians have extensive knowledge of skin types, potential allergies, and other complications that may arise from treatments so they can make expert recommendations for each client. The work environment can vary from sterile to spa-like and plush resorts to home-based businesses, as well as medical spas. This program meets the new 650 hours requirement for the State of Connecticut.

Classes Start in Spring 2020.
M – F, 9AM - 3PM
Total program cost is $10,108

NEW! Legal Secretary Program
A legal secretary is an administrative assistant trained exclusively in the field of law. Through a comprehensive and specialized training program, legal secretaries are proficient at handling all administrative duties within a law office or legal department setting.

Employed in a number of settings, including law firms and legal departments within private corporations, insurance companies and real estate firms, legal secretaries may perform a number of daily tasks, including:

• Arrange for the delivery of legal paperwork
• Type correspondence and legal paperwork
• Transcribe court proceedings and other recorded meetings
• Schedule, coordinate and confirm court dates, appointments, and meetings
• Conduct research in legal matters

Legal secretaries must have excellent phone and computer skills and must be able to effectively perform a number of routine tasks at a moments notice:

• Maintain calendars and schedules for a number of attorneys
• Develop/maintain comprehensive, organized billing system
• Ensure all billable hours are accurately recorded
• Understand the basics of a number of court documents, such as summons and subpoenas
• Arrange for the filing of court documents

According to the U.S. Department of Labor’s Bureau of Labor Statistics, the median annual wage for a legal secretary in 2018 was $46,360.

Legal secretaries must possess excellent judgment and make important decisions within the scope of their duties on a daily basis. Source: ParalegalEDU.org
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)

Spring dates to be announced.
Instructor: Dr. Rafeale Fierro and Staff
Fee: $299 includes course-related materials

For more information on the above course offering or to register, call the Instructor at 860.773.1642 or email rfierro@tunxis.edu.
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. 1 & 8 (S); 9AM-5PM or
April 18 & 25 (S); 9AM-5PM or
June 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.
Phone: 860.314.4700

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

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.

Feb. 24 – May 6 (M & W); 9AM-12 noon or
Feb. 25 – May 12 (T & TH); 6-9 PM
Instructor: Laura Higgins; Room: 6-173
Fee: $510 plus text

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.

March 14 (S); 8AM-4PM
Fee: $125

For more information, please call 860.773.1448 or email tx-continuing-ed@tunxis.edu.

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.
**Electrical License Renewal Training Program 2020**

**T, L, C 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 T, L & C electricians is available. The program meets CT Department of Consumer Protection standards and includes OSHA regulations, Connecticut general statutes, building codes, 2017 National Electrical Code (NEC), code updates, and other specific skill areas. Students must bring the “NEC 2017” (National Electrical Code) book and a calculator. The 2017 NEC electronic version may be used; however, the material must be on either a laptop or iPad. A version on an iPhone will not be acceptable.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 24</td>
<td>Tunxis@Bristol</td>
</tr>
<tr>
<td>Feb. 8</td>
<td>Tunxis@Bristol</td>
</tr>
<tr>
<td>Feb. 21</td>
<td>Manchester Community College</td>
</tr>
<tr>
<td>Feb. 28</td>
<td>Tunxis@Bristol</td>
</tr>
<tr>
<td>March 11</td>
<td>Tunxis@Bristol, 5-9PM</td>
</tr>
<tr>
<td>March 20</td>
<td>Manchester Community College</td>
</tr>
<tr>
<td>March 28</td>
<td>Tunxis@Bristol</td>
</tr>
<tr>
<td>April 17</td>
<td>Tunxis@Bristol</td>
</tr>
<tr>
<td>May 1</td>
<td>Manchester Community College</td>
</tr>
<tr>
<td>May 2</td>
<td>Tunxis@Bristol</td>
</tr>
<tr>
<td>May 20</td>
<td>Tunxis@Bristol, 5-9PM</td>
</tr>
<tr>
<td>May 29</td>
<td>Tunxis@Bristol</td>
</tr>
<tr>
<td>June 13</td>
<td>Tunxis@Bristol</td>
</tr>
<tr>
<td>June 26</td>
<td>Manchester Community College</td>
</tr>
</tbody>
</table>

**NOTE:**

4-hour format. Electrical license classes meet 8AM – 12 noon, at Tunxis@Bristol, 430 North Main St. (except as noted).

860.314.4700

Fee: $69

---

**OSHA 10 Construction Trades**

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 28</td>
<td>4:30-8:30PM &amp; Feb. 29 (S); 7:30AM-2:30PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 27</td>
<td>4:30-8:30PM &amp; March 28 (S); 7:30AM-2:30PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 8</td>
<td>4:30-8:30PM &amp; May 9 (S); 7:30AM-2:30PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>Tunxis@Bristol</td>
<td>David Stevens</td>
<td>$135</td>
</tr>
<tr>
<td>430 North Main St., Bristol</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 23, 24, 30, May 1 (TH &amp; F); 8AM-4PM</td>
<td>Tunxis@Bristol, 430 North Main St., Bristol</td>
<td>David Stevens</td>
<td>$299</td>
</tr>
</tbody>
</table>

**NOTE:**

You must attend all four sessions to earn your card.

---

For more information on any of the above course offerings or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
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. 24 – March 16 (M); 6-9 PM (4 sessions)**
**Location:** Tunxis@Bristol, 430 North Main Street, Bristol 860.314.4700
**Instructor:** Eric Dreeke
**Fee:** $149

**Basic Artificial Lighting**
Back by popular demand, the first of several photo courses on lighting. You cannot 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.

**March 30 – April 20 (M); 6-9 PM (4 sessions)**
**Location:** Tunxis@Bristol 430 North Main Street, Bristol 860.314.4700
**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 1.860.606.9722.

14 • Contact Tunxis Community College at tunxis.edu. • Spring 2020
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.

March 18 & 25 (W); 6-9PM
Location: Tunxis@Bristol
430 North Main Street, Bristol
860.314.4700
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.

April 2 & 9 (TH); 6-9PM
Location: Tunxis@Bristol
430 North Main Street, Bristol
860.314.4700
Instructor: Kristen Hines-Baker
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.

March 17 – 31 (T); 6-9PM
Location: Tunxis Farmington Campus, Room: 6-227 (Mac Lab)
Instructor: Kristen Hines-Baker
Fee: $109

Photoshop for Photographers

In our 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.

April 7 – May 12 (T); 6-9 PM (6 sessions)
Location: Tunxis Farmington Campus, 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 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 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 14 – April 4 (S); 10AM-1PM (4 sessions)
Location: Class will be conducted off-site. The instructor will contact students with location.
860.314.4700
Instructor: Eric Dreeke
Fee: $149
iPhone Photography: Make It Work for You

From photo enhancement for business, to seniors having fun turning photos into photo paintings – if you use photographs in your work or play, this class will help you with both! Find out how to edit your photos so they look phenomenal. Learn tips on photocomposition. Discover how to use creative photo apps. This class will benefit any endeavor, from small businesses to restaurants, start-ups to senior citizens, from aspiring artists to photo sharing with family and friends. Learn how to turn your photos into works of art that may be used in your blog, on your website, or in your social media posts. Learn how to create your own photo art gifts and tell a story using photo collage. You are required to have an iPhone 6/6S or later and/or an iPad, with the option to purchase photo apps for a few dollars (average $2-4) for your devices. Bring your iPhone and/or iPad (batteries charged and remember your Apple id/passwords for downloading apps). Please download the free app Snapseed on your devices before the first class.

April 6 – 27 (M); 6-9PM
Location: Tunxis@Bristol
430 North Main Street, Bristol
860.314.4700
Instructor: Andy Mars
Fee: $149

For more information on any of the photography course offerings or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.

Digital Photography Winter Boot Camp

In this intensive two-and-a-half day course, you will 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. 8 & 9 (W & TH); 9AM-4PM
Jan. 10 (F); 9AM-Noon
Location: Tunxis@Bristol
430 North Main Street, Bristol
860.314.4700
Instructor: Eric Dreeke
Fee: $169

iMovie For Beginners

This class is an introduction to creating movies using iMovie with your iPhone and/or iPad. Students will tell a story by creating movies using videos and photos taken with their iPhone and using the free iMovie app to put it all together! Each session students will get an assignment to practice their skills for creating projects and Hollywood-style trailers. Learn how to combine photos and videos with transitions, voiceovers, titles, and music. You will discover other details such as the split option to cut pieces out, duplicating clips and adding filters to individual clips. You will be able to put your movies on your website, use them for business purposes and post them on social media. You might even be the next YouTube celebrity or influencer by starting your own YouTube channel to share and promote your work. The instructor recommends a few iPhone apps that will be helpful in pre- and post-production. The cost will be a few dollars (average $2-$8). You will also have the option to purchase accessories (e.g., lenses, microphones) that will be discussed in the first session. Requirement: iPhone 6s or later and/or iPad. Bring your iPhone &/or iPad (batteries charged and remember your Apple id/passwords for downloading apps).

May 6 – 27 (W); 6-9PM
Location: Tunxis@Bristol, 430 North Main Street, Bristol, CT 860.314.4700
Instructor: Andy Mars
Fee: $149

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 copy write responsibility of photography, and completing a photo story package. Prerequisite: Completed other Tunxis photography classes, or approval of the Instructor.

April 16 – May 14 (TH); 6-9PM
Location: Tunxis Farmington Campus, Room: 6-227 (Mac Lab)
Instructor: Kristen Hines-Baker
Fee: $219 (A $25 materials fee will be paid to the instructor at the first class.)
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. 27 – April 6 (M – no class Feb. 17); 5:45-7PM
Location: Room 6-374
Instructor: Catherine Crocket, ERYT
$140 (10 sessions)

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 7 (S); 9AM-1PM
May 9 (S); 9AM-1PM
Location: Tunxis@Bristol, 430 North Main Street, Bristol
Call 860.314.4700 for details.
Fee: $43 (includes text)

IMPORTANT: prior to taking a boating class, students must create an account online at www.ct.gov/deep

- Visit www.ct.gov/deep and create an account: on the home page, click on Boating & Paddling, then Education, Certification and Videos on the upper left of the page. Select Get a conservation ID Number and follow instructions from there.
- 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.

Class meets on Saturday from 8:30AM – 4:30PM
Choose from three dates: March 7 • April 25 • May 16
Location: Tunxis@Bristol, 430 North Main St., Bristol, 860.314.4700
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.

Mar. 24, 26, 31 (T/TH); 6-9PM
April 28, 30, May 5 (T/TH); 6-9PM
June 2, 4, 9 (T/TH); 6-9PM
Tunxis Campus, Room: 313
Fee: $25 non-refundable

Spring 2020 • Contact Tunxis Community College at tunxis.edu.
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.

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

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.

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.

CLASSES RUN APRIL THROUGH OCTOBER.
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.

The courses below have open enrollment so you can start at any time!

- 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
- Medical Math

Note: courses listed above are a small sample.

Also visit careertraining.ed2go.com/tunxis for more advanced Career Training Programs.

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.
NON-CREDIT MANUFACTURING PROGRAMS

All non-credit manufacturing classes meet at Tunxis@Bristol, 430 North Main St., 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.

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: Jan. 28 – Feb. 20 (T/TH)
8 sessions (24 hours)
Instructor: Joseph Gosselin
Fee: $266

Inspection Tools – Quality 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: Jan. 28 – Feb. 20 (T/TH)
8 sessions (24 hours)
Instructor: Ed Haire
Fee: $266

Shop Math Review – The Working Numbers

To succeed need to know math for your job. Our programs is a shop math review from fractions to decimals, basic geometry, plain old arithmetic, necessary algebra for the shop, English to metric measures, and it all begins by measuring an inch on a scale.

(If you lack basic math skills, this program may not be for you.)

Dates: Feb. 25 – March 19 (T/TH)
8 sessions (24 hours)
Instructor: Ed Haire
Fee: $266
GD&T – Symbols In A Box
Geometric Dimensioning and Tolerancing (GD&T) is defined as communicating engineering tolerances. Our class presents GD&T and teaches you to understand those symbols on engineering drawings. Now is the time to understand what those symbols mean to the product you are manufacturing. Why make it wrong? Understand GD&T.

Dates: Feb. 25 – March 19 (T/TH)
8 sessions (24 hours)
Instructor: Joseph Gosselin
Fee: $266

ISO Audit Training Review and Update
Are you an ISO auditor? Do you need a review to recall all those idiosyncrasies of an audit? What were those ISO standards from last time? How does all this help quality and insure a more efficient system and improve customer satisfaction while maintaining industrial standards? If it has been awhile or if you need a review to sharpen your skills then our short class is for you.

Dates: Feb. 11 – 20 (T/TH)
4 sessions (12 hours)
Instructor: Doug Feest
Fee: $150

All non-credit manufacturing classes meet at Tunxis@Bristol, 430 North Main St., Bristol.
For more information on any of the manufacturing course offerings or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
In-Person Registration:
Register at Continuing Education & Workforce Development
271 Scott Swamp Road, Farmington, CT 06032 • 700 Building, Room 7-116

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

Online Registration:
Visit www.tunxis.edu/cereg and complete online registration form at least one week prior to the start of the course.

NOTE: 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.

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 or Facebook.

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.

Special Requirements for Healthcare Careers:
Each of the programs have specific physical and cognitive requirements to be able to perform the duties of the profession. For more details please visit tunxis.edu/ce.

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 06032
Tunxis@Bristol is located at 430 North Main Street in Bristol, CT 06010.

Mission Statement:
Tunxis offers its students a quality, yet affordable education in an accessible and supportive environment, fostering the skills necessary to succeed in an increasingly complex world.

Vision Statement:
Tunxis will be a vibrant educational and cultural center responsive to current as well as emerging student and community needs.
Are You a Dislocated Worker?
You May Qualify For Career Training at Tunxis.

Through a partnership with Capital Workforce Partners (CWP), Certified Dislocated Workers who live in Connecticut are eligible to receive tuition waivers from CWP for training in high-growth employment sectors at Tunxis Community College and other partner colleges in the state.

Approved Health Care programs at Tunxis include:

- Registered Medical Assistant
- Certified Nurse Aide
- Certified Phlebotomy Technician
- Certified Phlebotomy Technician with EKG Skills Component
- Certified Patient Care Technician
- Massage Therapy
- Certified Sterile Processing Technician
- Certified Pharmacy Technician
- Emergency Medical Technician (EMT)
- Certified Medical Administrative Assistant

For more information on how to qualify for scholarships, contact your regional American Job Center. New Britain/Manchester/Bristol contact: Suzette Ireland 860.899.3620.

For more information on Tunxis programs, contact TCC Continuing Education & Workforce Development at 860.773.1448.
Spring 2020 Credit Classes Start Wednesday, January 22, 2020.

Snow date: Saturday, January 18, 2020.

Financial aid and payment plans available.
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 affordable associate degree and certificate options.

New to Tunxis? Start the admission process by visiting tunxis.edu/apply or call 860.773.1490.
ALLIED HEALTH
- Dental Hygiene - A.S. Degree
- Dental Assisting - Certificate
- Health Career Pathways - Certificate

BUSINESS
- Business Administration - A.S. Degree
- Business Office Technology (BOT) - A.S. Degree
- BOT: Medical - A.S. Degree
- BOT: Health Information Technology - Certificate
- BOT: Office Applications - Certificate
- Accounting - Certificate
- Business Administration - Certificate
- Finance - Certificate
- Marketing - Certificate

CIVIC ENGAGEMENT
- Civic Engagement - Certificate

COMPUTER INFORMATION SYSTEMS
- Computer Information Systems (CIS) - A.S. Degree
- CIS: Computer Programming - A.S. Degree
- CIS: Network Administration - A.S. Degree
- Computer Science/Mathematics (Honors) - A.S. Degree
- Computer Aided Drafting (CAD) - Certificate
- Computer Programming - Certificate
- Microcomputer Processing - Certificate
- Network Administration - Certificate

CRIMINAL JUSTICE
- Criminal Justice - A.S. Degree
- Criminal Justice: Corrections - A.S. Degree

EARLY CHILDHOOD / EDUCATION
- Early Childhood Education - A.S. Degree
- Pathway to Teaching Careers - A.A. Degree
- Early Childhood Administration - Certificate
- Early Childhood Education - Certificate

ENERGY MANAGEMENT
- Energy Accounting - Certificate
- Energy Core - Certificate
- HVAC Energy Analysis - Certificate

ENGLISH AS A SECOND LANGUAGE
- English as a Second Language - Certificate

GENERAL STUDIES
- General Studies - A.S. Degree

HUMAN SERVICES
- Human Services - A.S. Degree
- Human Services: Family Violence Intervention - A.S. Degree
- Family Violence Intervention - Certificate
- Human Services - Certificate

LIBERAL ARTS
- Liberal Arts and Sciences - A.A. Degree
- Liberal Arts and Sciences - A.S. Degree

TECHNOLOGY STUDIES: ADVANCED MANUFACTURING TECHNOLOGY & ENGINEERING SCIENCE
- Advanced Manufacturing Machine Technology - A.S. Degree
- Biomolecular Science - A.S. Degree
- Manufacturing Electro-Mechanical Maintenance Technology - A.S. Degree
- Engineering Science - A.S. Degree
- Engineering Technology - A.S. Degree
- Technology and Engineering Education - A.S. Degree
- Electronics Technology - Certificate
- Lean Manufacturing - Certificate
- Manufacturing Electro-Mechanical Maintenance Technology - Certificate

VISUAL ARTS
- Graphic Design - A.S. Degree
- Visual Fine Arts - A.S. Degree
- Visual Fine Arts: Photography - A.S. Degree
- Graphic Design - Certificate
- Photography - Certificate

CSCU TRANSFER TICKETS
- Art Studies - A.A. Degree
- Biochemistry Studies - A.A. Degree
- Biology Studies - A.A. Degree
- Business Studies - A.A. Degree
- Chemistry Studies - A.A. Degree
- Communication Studies - A.A. Degree
- Criminology Studies - A.A. Degree
- Early Childhood Teacher Credential Studies - A.S. Degree
- English Studies - A.A. Degree
- French Studies - A.A. Degree
- Geography Studies - A.A. Degree
- History Studies - A.A. Degree
- Italian Studies - A.A. Degree
- Mathematics Studies - A.A. Degree
- Physics Studies - A.A. Degree
- Political Science Studies - A.A. Degree
- Psychology Studies - A.A. Degree
- Social Work Studies - A.A. Degree
- Sociology Studies - A.A. Degree
- Spanish Studies - A.A. Degree
Advanced Manufacturing Technology

Associate Degree

- Machine Technology
- Manufacturing Electro-Mechanical Maintenance Technology

Certificates

- Advanced Manufacturing Machine Technology
- Electro-Mechanical Maintenance Technology
- Electronics Controls Technology

Program Information

Do you want to be a part of CT’s growing economy, in a job that is high-tech and well-paying? Consider a career in Advanced Manufacturing Technology.

At Tunxis, you can start your career in as few as two or three semesters! You will gain hands-on experience with new technologies, and expand your knowledge of equipment, programming and mathematics.

More than 90 percent of CT Community College advanced manufacturing graduates finish with a job, and very little out-of-pocket debt. Paid internships are available for those who qualify during the program. Start putting your skills to work right away.

Opportunities abound, with more than 30,000 unfilled skilled manufacturing positions in CT expected in the next decade, from aerospace and defense industries to electronics, submarines and biomedical technology. The average pay with benefits for a career in manufacturing is $79,553.

For more information, contact:

Admissions
tx-admissions@tunxis.edu
Online at tunxis.edu/make-it
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
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

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:
Admissions
tx-admissions@tunxis.edu
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
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:**

Admissions
tx-admissions@tunxis.edu
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
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 (can be completed online)

- Computer Programming
- Network Administration
- Microcomputer Processing

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:
Admissions
tx-admissions@tunxis.edu
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
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.*

**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.

---

*Contact Tunxis Community College at [tunxis.edu](http://tunxis.edu).*  
*Spring 2020*
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:

Admissions
tx-admissions@tunxis.edu
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
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.

For more information, contact:

Admissions

tax-admissions@tunxis.edu

860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
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:

Admissions
tx-admissions@tunxis.edu
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
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 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 Technology Studies Associate 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:

Admissions
tx-admissions@tunxis.edu
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
Tunxis Academic Degree Programs

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

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:

Admissions
tx-admissions@tunxis.edu
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
Graphic Design

Associate Degrees

- Graphic Design

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:

Admissions
tx-admissions@tunxis.edu
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
Health Career Pathways

Certificate

Program Information

Students receive the foundation necessary for further study in allied health or medical programs. Credits from the program may be applied toward health care program requirements such as nursing, dental hygiene, radiology technician, physician assistant, within CT’s Community College System.

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

For more information, contact:

Admissions
tx-admissions@tunxis.edu
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
Homeland Security

Certificate
(can be completed online)

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:
Admissions
tx-admissions@tunxis.edu
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
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.

**For more information, contact:**

Admissions
tx-admissions@tunxis.edu
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
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:

Admissions
tx-admissions@tunxis.edu
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
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.

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

For more information, contact:

Admissions
tx-admissions@tunxis.edu
860.773.1490

To start the Tunxis admission process, please go to tunxis.edu/apply.
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

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
Apply to Tunxis as a NEW or TRANSFER Student in 5 Easy Steps:

1. **Create an Account & Submit a Completed Application:**
   New and transfer students interested in registering for classes at Tunxis Community College must create an account and submit the Admission Application. To start the process, go to www.tunxis.edu/apply. Students who have attended another Connecticut Community College must also submit an application and related documents. NOTE: As of May 2019 Tunxis no longer charges an application fee.

2. **Submit Proof of High School Completion & Immunizations:**
   Submit proof of high school completion by submitting a copy of your high school diploma, transcripts that include your graduation date, or your GED certificate. Students who have a college or university degree may submit proof of their degree completion in lieu of a high school diploma. NOTE: Students currently in high school can submit the application prior to graduation but must submit proof of graduation prior to registering for classes. Connecticut state law requires that students enrolled in a degree or certificate program, or those who are enrolling full-time must submit proof of immunization against measles, mumps, rubella and varicella (chicken pox); two doses of each immunization are required. This documentation must be on file with the College prior to registering for classes; you will not be able to register for classes until these documents are submitted. Exemptions to this requirement are detailed on our Immunization Form. To upload application materials to the Tunxis Admissions office go to www.tunxis.edu/apply. You may also mail your admissions materials to the following address: Tunxis Admissions Office, 271 Scott Swamp Road, Farmington, CT 06032.

3. **Take the College Placement Assessment — Accu-placer:**
   All students new to Tunxis Community College must take the college placement assessment, Accu-placer. You are exempt from this requirement if you have previously completed a transferable college-level English composition and math course; courses must have a grade of “C” or better. An unofficial transcript may be used for advising and prerequisite compliance purposes, but an official transcript is required if you wish to transfer coursework to Tunxis. **Students may also be exempt from testing based on their SAT, ACT or GED scores.** Visit tunxis.edu/placetest to schedule your placement test or to complete a testing waiver form. Your admissions application must be on file with the College prior to scheduling your placement assessment.

4. **Request Financial Aid:**
   While it is optional, students are encouraged to apply for financial aid. To be eligible for financial aid you must enroll, either full-time or part-time, in a degree program or approved certificate. If you are interested in applying for financial aid, you should complete the online Free Application for Tunxis Federal Student Aid (FAFSA) available at www.fafsa.ed.gov. **The school code for Tunxis Community College is 009764.** Visit the Tunxis Financial Aid web page for additional information, www.tunxis.edu/offices-departments/financial-aid/. For Tuition info visit www.tunxis.edu/tuition.

5. **Register for Classes:**
   As a new or transfer student, you will be contacted by the Admissions Office regarding course enrollment opportunities. Readmitting students (those away two or more years), can call the Academic Advising Center at 860.773.1510, to schedule an advising appointment. Readmitting students should have their application on file prior to scheduling an advising appointment. **Transfer students should bring an unofficial transcript to the registration session.**

QUESTIONS?
Call 860.773.1490 to speak with a member of our staff.

How to Apply as a READMIT Student:
Students who previously attended Tunxis but have been away from the College for more than two years should begin the readmit process by creating an account and completing the readmit application. As part of this process, and if not previously done, students may have to take the College placement test; submit proof of immunization; and provide proof of high school completion. See step 2 above for materials submission options. Readmit students are required to follow the most current year’s program guide.
Advanced Manufacturing Technology Programs

For More Information On Our Advanced Manufacturing and Apprenticeship Programs Please Contact: Mathew Spinelli at 860.773.1631, Chris LaPorte at 860.773.1362 or Admissions Office at 860.773.1490.

Advanced Manufacturing Machine Technology Certificate

Upon completion of the two-semester program, the student has options: career employment and part-time education leading to associate and four year degrees (with real possibility of tuition reimbursement by an employer) or continue immediately in an associate degree program followed by career employment and further education.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Solid Works (MFG*110)</td>
<td>• Math II (MFG*105)</td>
</tr>
<tr>
<td>• Metrology (MFG*120)</td>
<td>• Blueprint Reading II (MFG*125)</td>
</tr>
<tr>
<td>• Blueprint Reading (MFG*124)</td>
<td>• Introduction to GD&amp;T (MFG*160)</td>
</tr>
<tr>
<td>• Introduction to Machine Technology (MFG*150)</td>
<td>• Intermediate Machine Technology (MFG*165)</td>
</tr>
<tr>
<td>• Benchwork (MFG*166)</td>
<td>• CNC II (MFG*256)</td>
</tr>
<tr>
<td>• CNC I (MFG*168)</td>
<td>• Principles of Quality Control (QUA*114)</td>
</tr>
</tbody>
</table>

Technology Studies: Machine Technology option (A.S.)

The Technology Studies-Machine Technology Option provides a solid comprehensive general education in engineering technology, industrial technology, mathematics, and sciences. Completion of the entire program with an average grade of “C” provides for automatic continuation at Central Connecticut State University’s School of Technology or Charter Oak State College, where students can earn a bachelor of science degree in engineering technology, industrial technology, or technology education.

The degree program is comprised of the 34 credits in the Advanced Manufacturing Machine Technology Certificate, plus an additional one year full time of General Education courses.

Electronics Technology Certificate

This two-semester certificate provides detailed knowledge of electrical and electronic principles as applied to the design and operation of modern, high-speed manufacturing and assembly equipment. Completing this certificate will provide the student requisite skills necessary to troubleshoot any electronic problems associated within the manufacturing environment.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Mathematics for Electricity &amp; Electronic (MFG*133)</td>
<td>• Electronics Circuits &amp; Devices (MFG*142)</td>
</tr>
<tr>
<td>• Circuit Theory I (MFG*137)</td>
<td>• Industrial Motor Controls (MFG*143)</td>
</tr>
<tr>
<td>• Digital Fundamentals (MFG*138)</td>
<td>• Programmable Logic Controllers (MFG*146)</td>
</tr>
<tr>
<td>• Circuit Theory II (MFG*139)</td>
<td>• Microprocessors &amp; Controllers (MFG*147)</td>
</tr>
<tr>
<td>• Robotics (MFG*140)</td>
<td>• Introduction To Automated Manufacturing (MFG*170)</td>
</tr>
</tbody>
</table>

Manufacturing Electro-Mechanical Maintenance Technology Certificate

This one-semester certificate will provide the student with prerequisite skills necessary to enter several diverse fields such as manufacturing, health industry, distribution systems, machining industry and engineering. The technology of computer directed design, production, warehousing, distribution and wholesale and retailing requires the knowledge and skills inherent in the certificate program.

| MFG*158 Pneumatics & Hydraulics             | MFG*163 CNC Maintenance & Repair II           |
| MFG*159 Industrial Maintenance               | MFG*164 Electro-Mechanical Seminar/Internship|
| MFG*162 CNC Maintenance & Repair I           |                                              |

For More Information On Our Advanced Manufacturing and Apprenticeship Programs Please Contact: Mathew Spinelli at 860.773.1631, Chris LaPorte at 860.773.1362 or Admissions Office at 860.773.1490.

TUNXIS WINTER SESSION INFORMATION
~ December 29, 2019 to January 19, 2020 ~

In-person Registration is Ongoing for Current, Continuing, and Readmit Students from Monday, November 4, 2019 through Friday, December 27, 2019. (Mon.-Thurs. 8:30 a.m. to 5 p.m.; Fridays 8:30 a.m. to 4 p.m. at the Records Office).

Web Registration: November 4, 2019 to December 28, 2019 (until 11:59 p.m.) via My.Commnet.edu.

Proof of prerequisite is required. All registrations must be processed by the Records Office prior to the first class meeting. Tuition for a Winter course is due at time of registration. Questions, email tx-records@tunxis.edu.
“YEAR TO CAREER” PROGRAMS at TUNXIS COMMUNITY COLLEGE

Advanced Manufacturing Machining Technology Certificate – page 26
Business Administration Finance Certificate – page 27
Business Administration Certificate – page 27
Business Office Technology: Health Information Technology Certificate – page 28
Certified Medical Administrative Assistant – page 4
Certified Nurse Aide – page 8
Certified Patient Care Technician – page 5
Certified Pharmacy Technician – page 4
Certified Phlebotomy Technician – page 6
Certified Skilled Processes Technician – page 8
Computer Aided Drafting Certificate (CADC) – page 35
Computer Programming Certificate – page 29
Dental Assisting Certificate – page 31
Early Childhood Education Certificate – page 33
Emergency Medical Technician (EMT) – page 9
Energy Management: Energy Accounting Certificate – page 34
Energy Management: Energy Core Certificate – page 34
Family Violence Intervention Certificate – page 39
Homeland Security Certificate – page 38
Human Services Certificate – page 29
Loan Manufacturing Certificate – page 21
Massage Therapy – page 5
Microcomputer Processing Certificate – page 29
Registered Medical Assistant – page 6
Veterinary Assistant Program – page 6

SNAP SCHOLARSHIPS AVAILABLE

 Massage Therapy
Skin Esthetics
Veterinary Assistant
Skin Esthetics
Massage Therapy
EMT

SAVE $100 OFF ANY HEALTHCARE CAREER PROGRAM!

Class must be over $300 and coupon presented at time of registration. Valid with this coupon. HEALTHCARE CAREER PROGRAMS ONLY. Cannot be combined with any other offers. Expires 1/31/20

Tunxis Community College 271 Scott Swamp Road Farmington, CT 860.773.1448 tunxis.edu/ce

Note: Some programs may require student placement exams and/or completion of English Composition. Some programs may have an age restriction.
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