On-campus summer classes may be moved to an online format or may be canceled due to COVID-19. Dates may also be subject to change. We will update our courses as soon as we have more information.
Career Training Programs

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

SAVE $100 off any Career Training Program!

Class must be over $300 and coupon presented at time of registration. Valid with this coupon. CAREER TRAINING PROGRAMS ONLY. Cannot be combined with any other offers. Expires 6/30/2020
Summer 2020
Career Training and Credit Programs

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  • BLS CPR for Health Care Providers and First Aid
  • Registered Medical Assistant *
  • Veterinary Assistant
  • Certified EKG Technician
  • Certified Phlebotomy Technician*
  • Certified Phlebotomy Technician/ EKG Technician Combined*
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Published twice a year by Tunxis Community College, 271 Scott Swamp Road, Farmington, Connecticut 06032
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 Patient Care Technician
- Certified Pharmacy Technician
- Certified Phlebotomy Technician
- Certified Sterile Processing Technician
- Certified Phlebotomy & EKG Technician
- Emergency Medical Technician
- Veterinary Assistant

**List is subject to change

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

Contact the SNAP Success Coach, Shaina Hamel, at 860.773.1770 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 860.773.1450 for details!

Loan Option - CHESLA

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, and/or CNA, 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.
CAREER TRAINING: HEALTHCARE

Certified Patient Care Technician (CPCT) Program

WIOA Approved

SNAP Approved

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

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

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

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

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

Payment Information

Total program cost is $5,913 (327 hrs.). For current CNAs, $4,262 (214 hrs.).

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

Contact Information

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

This course is required for all Healthcare Career Programs

Essential Job Skills & Career Development

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

* Required for a certificate of completion from the following healthcare career programs:
• Certified Nurse Aide
• Certified Phlebotomy Technician
• Certified Phlebotomy/EKG Tech.
• Certified Sterile Processing Tech.
• Certified Pharmacy Technician
• Certified Patient Care Technician
• Veterinary Assistant

Class meeting dates & times:

• July 2 - 23 (TH); 9AM-12:15PM
• July 6 - 27 (M); 6-9:15PM
• July 8 - 29 (W); 6-9:15PM
• July 11 - Aug. 22 (S); 12:45-2:45PM
• July 28 - Aug. 18 (T); 6-9:15PM
• July 30 - Aug. 20 (TH); 6-9:15PM

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

Instructor: Karen Lyga, CMAA

Summer 2020 • Career Training Programs • 860.773.1448 • Fax 860.606.9732 • tunxis.edu/ce • 5
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).

May 28 – Aug. 31 (M/TH), 6-9PM
(No class May 25), Room: 312
CRN: 0000
Instructors: CT Pharmacists Assoc.

Payment Information
Total program cost is $2,491.

- Includes tuition, administrative fee, books, Essential Job Skills & Career Development course: July 8 - 29 (W), 6-9:15PM, and the PTCB examination fee.
- A payment plan is available.
- Optional Externship: $625 (80 hrs.)

Contact Information
For more information or to register, 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.

Note: this course is required for all Healthcare Career Programs.

Dates: June 19 (F) - for all students
Aug. 18 (T) & 20 (TH) - for Dental Assistant students;
9AM – 12PM and 1– 4PM
Cost: $206 for both or $103 each
Room: Founders Hall

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Exam Review Class

Dates: Sept. 3, 10, 14
Cost: $125.

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Massage Therapy

WIOA Approved

Classes Begin 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). The MBLEx (Massage & Bodywork Licensing Examination) is governed by the Federation of State Massage Therapy Boards (FSMTB). It is designed to provide a standard examination for students of massage for entry-level professional scope of practice in gaining licensure.

M – TH, 5-9PM
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.
- Optional Externship: $625 (80 hrs.)

Contact Information
For more information, please contact Sue Passini at 860.773.1458 or spassini@tunxis.edu.
Registered Medical Assistant Program

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.

- Classes start Wednesday, August 25 (T).

Contact Information: for more information or to register, 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.

May 27 – August 26 (W), 6-9PM, Room: 6-173, CRN: 0000
- Essential Job Skills & Career Development: July 6 – 27 (M), 6-9:15PM, Room: 205, CRN: 0000

Instructor: Tatjana Bechard, CVT

Total program cost $1,159.
- Includes tuition, textbook, navy blue scrub set, Essential Job Skills & Career Development course and internship fee.
- A payment plan is available.

Contact Information: for more information or to register, call 860.773.1448 or email tx-continuing-ed@tunxis.edu.

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.

August 15 (SA); 9AM – 1PM

Location: Tunxis@Bristol, 430 North Main Street, Bristol
Fee: $43 (includes text)

For more information or to register, call 860.314.4700, email tx-bcc@tunxis.edu, or fax 1.860.606.9722.
Certified Phlebotomy Technician Program

WIOA Approved  SNAP Approved

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

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

Orientation: May 28 (TH), 5-8PM, Room: 6-374
Day program: June 1 – July 22 (M/T/W), 9AM-2PM, Rooms: 305 & 326
  - Essential Job Skills & Career Dev.: July 2 - 23 (T), 9AM-12:15PM, Rm.: 205
Evening program: June 1 – Aug. 11 (M/T/W), 5:30-9:15PM, Rooms: 305 & 326
  - Essential Job Skills & Career Dev.: July 30 - Aug. 20 (TH), 6-9:15PM, Rm.: 205

Payment Information

Total program cost is $2,642.
  - Includes tuition, administrative fee, books, uniforms, Essential Job Skills & Career Development Course (see p. 5), and NHA CPT examination fee.
  - $285 (Optional) Phlebotomy Externship fee (24 hours).
  - A payment plan is available.

Instructors: Colleen Smith, CPT and Erin Moll, LPN

Contact Information

For more information or to register, 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 30)

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.
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
Instructor: TBD

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. 5), and NHA CPT & CET examination fees.
• $285 (optional) Phlebotomy Externship fee (24 hours).
• A payment plan is available.

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

Certified EKG Technician Program
Dates: June 11 – Sept. 3 (TH); 5:30 - 9:30 PM (last class ends at 7:30PM);
Fee: $985 includes tuition, textbook and NHA CET examination

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
Certified Nurse Aide (CNA)

CNAs are in demand and our students have great success with job placement! All of our program options are approved by the CT Department of Public Health and lead to state certification. 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: May 29 (F), 10AM - 1PM – Room 6-173
- Lecture: June 1 - August 24 (M), 6 - 9PM
  - Essential Job Skills & Career Development: July 28 - Aug. 18, 6-9:15PM, Room: 205

Pick one section of lab from the following:
- Lab: Starts June 3 for 12 weeks (W), 4 - 10:30PM
- Lab: Starts June 5 for 12 weeks (F), 8AM - 2:30PM

Instructors: Nancy LeRoy, RN & Barbara Korza, RN

Payment information
Total program cost is $1,651 (payment plan available)
- Includes tuition, administrative fee, books, uniforms, Essential Job Skills & Career Development course (see p. 5), and CNA examination and registry fee.

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 15-week program covers anatomy and physiology; microbiology and infection control; decontamination and sterilization processing; and how to handle, care for, and identify surgical instruments. A minimum grade of 70 and 80% class attendance is necessary for successful completion of the course. The student is then eligible to take the national certification examination through the Certification Board for Sterile Processing and Distribution, Inc. (CBSPD). Certification is mandatory for employment. Medical Terminology (available online: ed2go.com/tunxis) is suggested but not required.

June 6 – Oct. 31 (S), 8:30AM-12:30PM
No class July 4 & Sept. 5
Instructor: Teresa Silva
Room: 205

Payment information
Total program cost is $2,218.
- Includes tuition, administrative fee, textbook, Essential Job Skills & Career Development course: July 11 - Aug. 22 (S), 12:45 - 2:45PM, and CBSPD national examination fee.
- A payment plan is available.

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

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

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

Dates: Students will work with coordinator to set up schedule
Coordinator: Cheryl Conaty, RN
Fee: $279
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.

June 3 – August 10 (M/W); 6-10PM – Plus select Saturdays, 9AM-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
Phone: 860.314.4700, Fax: 860.606.9722 (Bristol)

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 Fall 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

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

Source: ParalegalEDU.org

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.
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.

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.
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.
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.

June 6 & 13 (S); 9AM – 5PM or August 15 & 22 (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, 430 North Main Street, Bristol.

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.

Instructor: Laura Higgins

Fee: $510 plus text

June 9 – August 6 (T/TH); 9AM-1PM (no classes 6/29-7/6)

Room: 6-173

Security Guard Training

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

Dates: TBA

Time: 8AM – 4PM

Please call 860.773.1448 or email tx-continuing-ed@tunxis.edu for more information.

Fee: $125
Electrical License Renewal Training Program 2020

C, L, T License Required Electrical Training

The Connecticut Department of Consumer Protection requires all Connecticut licensed electricians to take a four-hour continuing education course each year to renew their license. Classes for 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” book and a calculator. The 2017 NEC electronic version may be used; however, the material must be on either a laptop or iPad. An iPhone version is not acceptable.

4-hour Format!

May 29 (F), Tunxis@Bristol
June 13 (S), Tunxis@Bristol
June 26 (F), Manchester Community College
July 25 (S), Tunxis@Bristol
July 31 (F), Manchester Community College
August 14 (F), Tunxis@Bristol
August 28 (F), Manchester Community College
August 29 (S), Tunxis@Bristol
September 2 (W), Tunxis@Bristol, 5 – 9PM
September 11 (F), Tunxis@Bristol
September 12 (S), Tunxis@Bristol
September 18 (F), Manchester Community College
September 25 (F), Tunxis@Bristol
September 26 (S), Tunxis@Bristol
September 30 (M), Tunxis@Bristol, 5 – 9PM

Any license type may take our classes. From E to PV!

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

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.

Classes to be announced

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

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

**June 1 – 22 (M); 6-9PM (4 sessions)**

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

**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.

**July 25 – August 15 (S); 10AM-1PM (4 sessions)**

Location: Class will be conducted off-site.  
Instructor will contact students with location.  
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.
Photography Camp for Teens (12-17 years old)

The Tunxis Photography Camp for Teens camp will immerse students in the art and craft of digital photography. Students will research, compose, and capture digital photographic projects while expanding their techniques with light as they work with various lighting techniques. Our hands-on camp is comprised of fun, yet challenging, curriculum dedicated to educating today’s aspiring photography students. Students will learn professional techniques on location and in the classroom. Understanding manual settings, compositional elements, Photoshop editing skills, documentary photography and the art of photographic composition will be covered. Prior experience in photography is not needed to enroll in this camp.

Students are required to bring a digital camera with manual exposure control.

August 10 - 13, (M – TH), 9AM to 12PM

Location: Tunxis Community College, Farmington CT
Instructor: Kristen Baker-Hines
Fee: $129 - Space is limited. Bring a snack.

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.

Every pet owner should take this popular class!
Sells out quickly, so sign up today!

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.

Aug. 15 (S); 9AM – 1PM

Location: Tunxis@Bristol, 430 North Main Street, Bristol
Fee: $43 (includes text)

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

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

All classes meet on Saturdays from 8:30AM – 4:30PM

June 20
Location: Tunxis@Bristol, 430 North Main Street, Bristol
Fee: $89

Combined Basic Safe Boating/Personal Watercraft
This 9-hour, 3-night course, taught by the Department of Energy & Environmental Protection, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate and Personal Watercraft. Course fee does not include the one-time lifetime license fee. Questions? Call the DEEP Boating Office at 860.434.8638.

June 2, 4, 9 (T/TH); 6-9PM
Room: 313
Fee: $25 non-refundable

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

- Click “Purchase a Hunting/Fishing License” and then click the START button.
- Print the page that includes your Conservation ID number and bring it to class.
- Once your score is entered in the DEEP system, you will use your account to purchase and print the certificate after class.
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.
Fall 2020 Credit Classes Start Wednesday, August 26.

“Super Saturday” One-stop admissions/registration event: August 15.

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

For more information on Tunxis credit classes and programs visit: tunxis.edu/academics/course-schedule.
The Regional Center for Next Generation Manufacturing (RCNGM) is one of seven National Science Foundation (NSF) Advanced Technological Education Centers in the United States. The RCNGM is led by the College of Technology (COT) at Tunxis Community College, a consortium of all 12 CT Community Colleges and eight public and private universities.

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

For more information on the College of Technology, contact Karen Wosczyna-Birch at 860.723.0608, or kwosczyna-birch@commnet.edu or visit www.nextgenmfg.org.

Find us on Facebook and Twitter@RCNGM.
Certified Massage Therapy Program

- 16-month program
- 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 page 6 for details.

Call 860.773.1454