

# GROW...


*in ways you've never dreamed.*



**Summer 2008**

**Non-Credit  
Course Schedule**

**860.255.3666**  
**tunxis.commnet.edu**

  
Tunxis  
Community  
College  
*Education That Works For a Lifetime*

# GROW...

in ways you've never dreamed, with Tunxis Workforce Development and Continuing Education. Let us help you train for a new career, learn a different skill, solve an old problem, or just relax. We offer over 300 online and live-classroom programs. Register today in any of the ways listed below.

## Registration Information \_\_\_\_\_

**Registration must be completed in full with date of birth and social security number.**

### **In Person:**

- **Monday, Tuesday, Thursday, Friday: 8AM-5PM**
- **Wednesday: 8AM-7PM**

Register at Workforce Development & Continuing Education, Room 326

### **• Mail:**

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

Registration form (p.36) & check (payable to Tunxis Community College) must reach us one week prior to the start of the course.

### **• Phone:**

Have all required **VISA** or **MC** information ready and call 860.255.3666.

### **• Fax:**

Complete registration form (p.0) with **MC** or **VISA** number & expiration date.

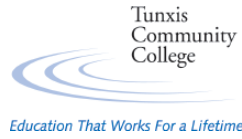
Fax to 860.255.3675.

**Course fees are payable at time of registration.**

**No written confirmations are mailed. You are assured of a place in class unless notified otherwise.**

# Summer 2008

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### ACCESSIBILITY AND EQUAL OPPORTUNITY

Tunxis Community College is committed to access and equal opportunity. Should you require special accommodations to participate in any of the programs offered through Workforce Development & Continuing Education, please contact Dr. Kirk Peters, Dean of Student Services (860.255.3560), or Cathy Felice, Academic Support Center (860.255.3572), at least three weeks before the start of your class. Alternative formats of this material may be provided upon request.

*The College does not discriminate against any individual on the grounds of race; color; national origin; ancestry; sex; sexual orientation; age; religion; political beliefs; learning, physical, mental or emotional disability; marital or veteran status; or prior convictions of a crime. The College reserves the right to make any necessary changes in the information listed in this publication. disability; marital or veteran status; or prior convictions of a crime. The College reserves the right to make any necessary changes in the information*

**Phone: 860.255.3666 Facsimile: 860.255.3675 tunxis.commnet.edu**

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# Allied Health Programs

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## Scholarships

A limited number of non-credit scholarships are available to qualified students enrolled in the following programs: Certified Nurse Aide, Patient Care Technician, Phlebotomy Technician, Medical Billing & Coding, Pharmacy Technician, and Dental Assisting. Call for an application—860.255.3670.

## Classes starting Fall 2008

### Dental Assisting Certificate Program—Two Options

*Accredited by the Commission on Dental Accreditation*

*Approved for Workforce Investment Act (WIA) Funding*

Looking for a career in high demand with options? A career in dental assisting offers both, with excellent employment opportunities. The Dental Assisting program offers educational and clinical experiences with current technologies, including digital radiographs and computer technology, in a state-of-the-art dental lab housed in our new facility space. The program consists of classroom, laboratory, pre-clinic and internship. Classes typically meet evenings, with some day and weekend classes required. Internships begin in June and take place during regular business hours.

Course content includes basic aspects of dental terminology & dental sciences; anatomy & physiology; microbiology; sterilization procedures; and radiology health and safety. The program will consist of three modules to model the DANB (Dental Assisting National Board) exam: Infection Control; Radiation Health and Safety; and General Chair-side. Students will sit for each part of the DANB exam after they successfully complete each program component. Passing the three segments of the DANB exam is a requirement for certification.

#### Options:

##### 1. Credit Option

Eligible for financial aid.

##### 2. Non-Credit/Audit

Not eligible for financial aid.

To receive an application packet or for more information, call Erin Annecharico, Dental Assisting Coordinator, at 860.255.3673, or e-mail [eannecharico@txcc.commnet.edu](mailto:eannecharico@txcc.commnet.edu).

## New!

**Offered in cooperation with Northwestern Community College, Winsted, CT**

### Spanish for the Health Care Professional (1.5 CEUs)

This 15-hour course will provide health care professionals the opportunity to enhance their communication skills with Spanish-speaking patients. Basic vocabulary, grammar, phrases and pronunciation will be taught to help health care workers greet, discuss symptoms, interview and give instructions. Some familiarity with the Spanish language is helpful but not required. The textbook, *An Introduction to Spanish for Health Care Workers*, 2nd edition, is required and can be purchased from the NCCC Bookstore (860.379.6226).

**July 1 – 17 (T/TH), 6-8:30PM**

**CRN: 2121 Fee: \$169 plus text**

**Location: Northwestern Community College**

**Instructor: Frances Nickeson**

### EKG & Pulse Oximetry Skills (1.5 CEUs)

For allied health professionals looking to add to their skill set, with classroom and hands-on experience. Learn basic skills in administering a 12-lead EKG, including cardiac anatomy and function; appropriate skin preparation; proper lead placement; and identification of P, Q, R, S, and T wave forms. Learn to recognize a normal versus abnormal electrocardiogram, prevent artifacts, and adapt to unusual patient situations. Also learn pulse oximetry measurement. Class covers sensor placement and pulse correlation techniques to measure oxygen saturation accurately. Please note: This course does not prepare you to become an EKG technician. It is appropriate for nurse aides, medical assistants and those preparing for patient care technician positions (PCT). Students should read the first two chapters prior to the start of class.

**June 2-30 (M); 5:30-8:30PM**

**CRN: 2122 Fee: \$209 plus text**

**Room: 311**

**Instructor: Mark Rouleau**

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## Allied Health Programs

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**Tunxis Continuing Education offers a number of Workforce Investment Act (WIA) approved programs that are funded through the Connecticut Department of Labor.**

**To see if you qualify call:**

**Bristol CT Works  
860.583.9946  
OR  
New Britain CT Works  
860.223.0889**

### **Short Course in Medical Terminology (2.4 CEUs)**

Preparing for a career in allied health? If you're thinking of going into certified nurse aide training, phlebotomy, patient care technician, or medical billing & coding, this course will provide a valuable base of knowledge. Our 12-week program covers a broad range of medical vocabulary pertaining to systems of human anatomy and medical treatment. You will study the components of medical vocabulary including prefixes, suffixes and root words as you learn to break down and define medical terminology used in the health care field. **Purchase the book, read chapter one and do the practice exercise prior to the start of first class.**

**June 5–Aug. 21 (TH); 6-8PM  
12 sessions**

**CRN: 2123 Fee: \$229 plus text  
Room: 312**

**Instructor: Kim Rice**

### **Certified Nurse Aide (CNA) (Approved for WIA Funding)**

CNAs are in demand, and our students have great success with job placement! This 12-week program is offered days, evenings, and accelerated days, and is approved by the Connecticut Department of Public Health.

**To be accepted into the CNA program you must pass a test and a personal interview. Testing will take place on the following dates. Please call 860.255.3670 to reserve a seat.**

**CNA Testing - 2PM, Room 313**

**May 7  
May 14**

**Students must apply and pay \$35 fee before the test date.**

#### **DAY PROGRAM:**

**Classes begin May 21.**

**Classroom session meets Monday,  
10AM-1PM;**

**Clinical sessions are one day per  
week,**

**Tuesday 7:30AM-2PM or**

**Thursday 9AM-3:30PM**

**Fee: \$750 plus \$35**

**non-refundable administrative fee**

#### **EVENING PROGRAM:**

**Classes begin May 21.**

**Classroom session meets Monday,  
5-8PM;**

**Clinical sessions are one day per  
week,**

**Tuesday or Thursday, 4-10:30PM;**

**Fee: \$750 plus \$35**

**non-refundable administrative fee**

#### **ACCELERATED DAY PROGRAM:**

**Classes begin June 20.**

**Classes run for 7 weeks.**

**Classroom/Lab/Clinical meets  
Wednesday and Friday,**

**7:30AM-3:30PM.**

**Fee: \$800 plus \$35**

**non-refundable administrative fee**

**CNA classes are offered in  
summer, fall and spring semesters.**

**For an application packet and  
schedule, visit  
[tunxis.commnet.edu](http://tunxis.commnet.edu), or call  
860.255.3666.**

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# Allied Health Programs

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## CNA Competency Exam Review

This review may be for you if:

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

The written review covers geriatric resident care and the role of the CNA. The skills session provides CNA skills practice in a supervised lab. Call Cheryl Conaty at 860.255.3670 for more information.

**Students will need to pick up a homework packet from the Continuing Education Office prior to the start of class.**

**July 9, 16, 17 (2-W & 1-TH);  
4-9PM**

**CRN: 2124    Fee: \$229 plus text  
Room: 310**

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

## Phlebotomy Technician Certification Preparation

*(Approved for WIA Funding)*

Learn how to collect blood and specimen samples for your current job, or to make yourself more marketable. The phlebotomy technician is an integral member of the health care team in a variety of settings including hospitals, clinical laboratories, physician offices and medical centers. This program, which is accredited by the National Phlebotomy Association (NPA), provides 200 hours of classroom theory and clinical lab instruction in accordance with NPA standards. Students who successfully complete the program are eligible for a two-day externship at either the Department of Laboratory Medicine at John Dempsey Hospital of UConn Health Center, Middlesex Hospital Lab or Shoreline Clinic. 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. Upon successful completion of the program, students will be eligible to sit for the National Phlebotomy Association exam. Course fee includes malpractice insurance.

**\$100 NPA test fee and phlebotomy textbook (approximately \$115) not included.**

**June 9 – August 13 (M/TU/W);  
9AM-2:30PM**

**Location:**

**Bristol Career Center of TCC**

**Fee: \$1,600 plus \$35 non-refundable administrative fee**

**Phlebotomy Test Dates**

**May 7**

**OR**

**May 14**

**10AM, Room 313**

**To sign up for a test date or to receive an application packet, call 860.255.3666.**

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# Allied Health Programs

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## Patient Care Technician (PCT) Certificate

*(Approved for WIA Funding)*

Designed for entry-level students or for certified nurse aides or LPNs who want to add to their skill set. The Patient Care Technician Certificate can help you advance your skills, increase your earning power, and provide you with opportunities within the health care sector. PCTs are valued members of the health care team in hospitals, physicians' offices, clinics and long-term care facilities. They provide direct patient care including but not limited to: obtaining vital signs; turning and repositioning; bathing; patient transfers; patient care set-up; performing EKGs and phlebotomy. To earn the PCT Certification from Tunxis, you must successfully complete the following:

- **Certified Nurse Aide program, or provide proof of current CNA certification or LPN licensure**
- **Phlebotomy Technician program (must be taken at Tunxis)**
- **EKG Skills & Pulse Oximetry course (must be taken at Tunxis)**



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## Real Estate

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**Prepare for a career as a licensed real estate professional. As a member of the Connecticut Real Estate Consortium, Tunxis offers courses that can prepare you to become a licensed real estate salesperson, broker, or provisional appraiser.**

To become a real estate salesperson, you must successfully complete the “Principles and Practices of Real Estate” course and pass the Connecticut Real Estate Salesperson’s license exam. To become a real estate broker, you must work as a licensed salesperson for two years, successfully complete “Basic Appraisal Principles,” successfully complete one other 30-hour real estate course, and pass the Connecticut State Real Estate Brokerage exam.

**Note:** For a summary of Connecticut real estate appraisal certification/licensing requirements, refer to [www.dcp.state.ct.us/licensing](http://www.dcp.state.ct.us/licensing), and click on Real Estate under Highlights. Or call the CT Department of Consumer Protection at 860.713.6150.

All Tunxis real estate courses meet the minimum requirements set forth by the CT Department of Consumer Protection, Real Estate or Appraisal Commissions.

### **ATTENTION:**

**New Appraisal Requirements (effective January 1, 2008).** The Appraiser Qualifications Board of the Appraisal Foundation has adopted changes to the Real Estate Property Appraiser Qualification Criteria effective January 1, 2008. These changes include an increase in required education. Please refer to [www.ct.gov/dcp](http://www.ct.gov/dcp), and click on Real Estate under Highlights.

### Principles and Practices of Real Estate

*(Approved for WIA Funding)*

A valuable introduction for anyone seeking information about real estate, especially buyers and sellers. You will gain an extensive understanding of how the real estate marketplace works. 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. Meets the minimum requirements set forth by the CT Department of Consumer Protection/Real Estate Commission for those who plan to take the Connecticut Real Estate Salesperson license examination. You must complete at least 60 hours of this 66 hour course to meet state licensing requirements.

May 12–Aug. 4 (M/W)

9:30AM-12:30PM 22 sessions

(no class May 26, July 7 & 9)

CRN: 2125 Fee: \$429 plus text

Room: 7-116

Instructor: Dick Gumpert

OR

May 13–Aug. 5 (TU/TH); 6-9PM 22

sessions (no class May 27, July 8 & 10)

CRN: 2126 Fee: \$429 plus text

Room: 7-116

Instructor: Dick Gumpert





Classes listed in this section begin once a month with start dates of June 18, July 16, and Aug 20.

## Now you can learn anywhere!

Online courses are informative, fun, convenient, and highly interactive. Our instructors are recognized for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our discussion areas. All courses run for six weeks (with a two-week grace period at the end). Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

## Check out some of our newest Ed2Go online offerings!

## How to Get Started:

1. Visit our Online Instruction Center: [www.ed2go.com/tunxis](http://www.ed2go.com/tunxis)
2. Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail address and choose a password that will grant you access to the classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the e-mail address and password you selected during enrollment.

## Requirements:

All courses require Internet access, e-mail, Netscape Navigator, or Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information (web address above).

## ▲ Business Courses

### New!

### Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

**Fee: \$99**

### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

**Fee: \$99**

### Accounting Fundamentals II

**Fee: \$99**

## Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

**Fee: \$99**

### New!

### Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business.

**Fee: \$99**

### New!

### Building Teams that Work

Learn the secrets of dynamic team-building.

**Fee: \$99**

Classes listed in this section begin once a month with start dates of June 18, July 16, and Aug 20.

## Successful Construction Business Management

Gain a powerful and permanent advantage over the competition by practicing expert management.

**Fee: \$99**

## Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

**Fee: \$99**

## Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

**Fee: \$99**

## Project Management Fundamentals

Gain the skills you'll need to succeed in the fast growing field of project management.

**Fee: \$99**

## Total Quality Fundamentals

Give yourself a strong foundation in total quality management.

**Fee: \$99**

## Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

**Fee: \$99**

## Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

**Fee: \$99**

## New!

## Start Your Own eBay Drop-Off Store

Turn people's unwanted items into a lucrative source of income by starting an eBay drop-off store.

**Fee: \$99**

## ▲ Personal Finance

### Real Estate Investing

Build and protect your wealth by investing in real estate.

**Fee: \$99**

### Real Estate Law

(Cannot be used to attain a real estate license.) Learn the basics of real estate law, including investing, title search, and mortgages.

**Fee: \$99**

### Debt Elimination Techniques That Work

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free life.

**Fee: \$99**

### Stocks, Bonds, and Investing: Oh, My!

Make wise investment decisions so you have enough to live comfortably through your retirement.

**Fee: \$99**

### The Analysis and Valuation of Stocks

Discover valuable techniques that show you how to research and value stocks step by step.

**Fee: \$99**

Classes listed in this section begin once a month with start dates of June 18, July 16, and Aug 20.

## Introduction to Stock Options

Learn how stock options can help you profit in any type of market.

**Fee: \$99**

## ▲ Grant Writing/ Non-profits

### New!

## Creating Your Own Non-profit

Industry veteran shows you how to take a nonprofit business from vision to reality.

**Fee: \$99**

## Marketing Your Non-profit

Further the ideals and goals of your non-profit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

**Fee: \$99**

## Get Grants!

Explore how you can develop successful, fundable grants from experts in the field.

**Fee: \$99**

## A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals.

**Fee: \$99**

## Writing Effective Grant Proposals

Discover how to prepare grant proposals that get solid results for your favorite organization or charity.

**Fee: \$99**

## Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

**Fee: \$99**

## ▲ Test Prep

### GED Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed.

**Fee: \$99**

### Prepare for the GED Language Arts, Writing Test

Prepare for the GED test on language arts and writing.

**Fee: \$99**

### Prepare for the GED Math Test

Master the skills you'll need to prepare to pass Test 5 in the GED test series.

**Fee: \$99**

### GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

**Fee: \$99**

### LSAT Preparation - Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills.

**Fee: \$99**

### LSAT Preparation - Part 2

Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.

**Fee: \$99**

Classes listed in this section begin once a month with start dates of June 18, July 16, and Aug 20.

## ▲ Digital Photography

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### Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

**Fee: \$99**

### Photoshop Elements 5.0 for the Digital Photographer

Master the secrets of correcting digital photos and bring out the best in all your pictures!

**Fee: \$99**

### Photoshop Elements 5.0 for the Digital Photographer II

If you already know the basics of Photoshop Elements 5.0, it's time to learn the advanced features!

**Fee: \$99**

**New!**

### Introduction to PhotoshopCS3

Learn how to use PhotoshopCS3 to fix and process photos and create original images.

**Fee: \$99**

**New!**

### Intermediate Photoshop CS3

Have fun taking your Photoshop skills to the next level of creativity and productivity.

**Fee: \$99**

### Photoshop CS3 for the Digital Photographer

Learn how to use Photoshop CS3 to edit and enhance your photographic images.

**Fee: \$99**

## Intermediate Photoshop CS2

Learn the secrets of professional image editing from a 2006 nominee to the Photoshop Hall of Fame.

**Fee: \$99**

## Photoshop Elements Projects

Take your Photoshop Elements skills to the next level by working through 12 hands-on projects.

**Fee: \$99**

## ▲ Languages

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### Speed Spanish

Learn six easy recipes to “glue” Spanish words together into sentences, and you’ll be speaking Spanish in no time.

**Fee: \$99**

### Speed Spanish II

Gain comfort in Spanish-speaking situations by learning even more clever new “recipes” you can put to immediate use.

**Fee: \$99**

### Speed Spanish III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three- part speed Spanish learning series.

**Fee: \$99**

### Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

**Fee: \$99**

### Grammar for ESL

If English is your second language, this course can teach you the principles you’ll need to succeed.

**Fee: \$99**

Classes listed in this section begin once a month with start dates of June 18, July 16, and Aug 20.

## ▲ Law & Legal Careers

### Workers' Compensation

Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

**Fee: \$99**

### Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals.

**Fee: \$99**

### Legal Nurse Consulting

If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims.

**Fee: \$99**

### Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

**Fee: \$99**

### Paralegal Certificate Program I

Prepare for a career as a paralegal by learning terminology, processes, and other basics (first course of six).

**Fee: \$250**

## ▲ Health Care

### Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

**Fee: \$99**

### Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

**Fee: \$99**

### Become a Veterinary Assistant

A practicing veterinarian prepares you to work in a veterinary office or hospital.

**Fee: \$99**

### Become a Veterinary Assistant II: Canine Reproduction

Manage the entire canine breeding cycle, from assessing the health of dogs that are ready to be bred to puppy care.

**Fee: \$99**

### Become a Veterinary Assistant III: Practical Skills

Learn the practical skills you will need to be a valuable veterinary assistant or educated pet owner.

**Fee: \$99**

### New! Certificate in Complementary and Alternative Medicine

(27 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

**Fee: \$199**

### Certificate in Gerontology (26 contact hours)

Earn a certificate that validates you have the skills required to meet the health care needs of a rapidly aging population.

**Fee: \$199**

Classes listed in this section begin once a month with start dates of June 18, July 16, and Aug 20.

## ▲ Teaching

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### **New!**

#### **Microsoft Word 2007 in the Classroom**

Harness the most popular word processing program on the market and become a more productive and creative teacher.

**Fee: \$99**

#### **Teaching Math: Grades 4–6**

Reinvent math instruction for grades 4–6, bringing hands-on learning, inexpensive manipulatives, and real-world connections into the classroom.

**Fee: \$99**

#### **Differentiated Instruction in the Classroom**

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

**Fee: \$99**

### **New!**

#### **Guided Reading: Strategies for the Differentiated Classroom**

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

**Fee: \$99**

#### **Teaching Science: Grades 4-6**

Increase your effectiveness as a science teacher with specific teaching methods and science process skills.

**Fee: \$99**

#### **Survival Kit for New Teachers**

A veteran instructor shares the secrets for success in your first years of teaching.

**Fee: \$99**

#### **Ready, Set, Read!**

A learning specialist shows you how to develop successful readers and writers.

**Fee: \$99**

#### **Enhancing Language Development in Childhood**

Enrich the lives of children by helping them become proficient speakers and thinkers.

**Fee: \$99**

#### **Solving Classroom Discipline Problems**

Learn secrets to an orderly classroom from a veteran teacher in this step-by-step approach to effective, positive discipline.

**Fee: \$99**

#### **PowerPoint in the Classroom**

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

**Fee: \$99**

## ▲ Writing

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### **New!**

#### **Pleasures of Poetry**

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.

**Fee: \$99**

Classes listed in this section begin once a month with start dates of June 18, July 16, and Aug 20.

## New!

### Writing for Children

Published children's author shows you how to touch the hearts of children by creating books for them.

**Fee: \$99**

### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

**Fee: \$99**

### The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and non-fiction.

**Fee: \$99**

### Beginner's Guide to Getting Published

A published writer shows you how to give yourself the credibility you need to get your works published.

**Fee: \$99**

### Advanced Fiction Writing

Explore advanced fiction-writing techniques with a published novelist.

**Fee: \$99**

### Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project.

**Fee: \$99**

### Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

**Fee: \$99**

### Forensic Science for Writers

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction.

**Fee: \$99**

### Effective Business Writing

Develop powerful written documents that draw readers in and keep them motivated to continue to the end.

**Fee: \$99**

## ▲ Basic Computer Literacy

## New!

### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

**Fee: \$99**

### Introduction to Windows Vista

Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

**Fee: \$99**

### Introduction to Windows XP

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

**Fee: \$99**

### Introduction to Microsoft Word 2007

Learn how to create and modify documents with the world's most popular word processing program.

**Fee: \$99**

Classes listed in this section begin once a month with start dates of June 18, July 16, and Aug 20.

## Introduction to Microsoft Access 2003

Learn how to store, locate, print, and automate access to all types of information.

**Fee: \$99**

**New!**

## Introduction to Microsoft Access 2007

Learn how this powerful database can help you store and manage information you've collected for your home, business, or community.

**Fee: \$99**

## Introduction to Microsoft Excel 2003

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

**Fee: \$99**

**New!**

## Introduction to Microsoft Excel 2007

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

**Fee: \$99**

## Introduction to Microsoft PowerPoint 2003

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

**Fee: \$99**

**New!**

## Introduction to Microsoft PowerPoint 2007

Learn how to use PowerPoint 2007 to create impressive professional-looking slide presentations.

**Fee: \$99**

## Introduction to Microsoft Publisher 2003

Enhance your image by learning to create brochures, newsletters, and other publications.

**Fee: \$99**

## Introduction to Microsoft Outlook 2003

Harness the communication and information management power of Microsoft Office Outlook 2003.

**Fee: \$99**

**New!**

## Introduction to Microsoft Outlook 2007

Become a productive and confident Outlook 2007 user.

**Fee: \$99**

**New!**

## Introduction to Microsoft Project 2007

Learn how to effectively plan, implement, and control projects using Project 2007.

**Fee: \$99**

## Introduction to the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes primer.

**Fee: \$99**

## Introduction to QuickBooks 2007

Learn how to quickly and efficiently gain control over the financial aspects of your business.

**Fee: \$99**



Classes listed in this section begin once a month with start dates of June 18, July 16, and Aug 20.

## Performing Payroll in QuickBooks 2007

Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

**Fee: \$99**

## QuickBooks for Contractors 2007

Harness the power of QuickBooks Premier Contractor edition for increased success.

**Fee: \$99**

## ▲ Web Design

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### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

**Fee: \$99**

### Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

**Fee: \$99**

### Introduction to CSS and HTML

Learn to create state-of-the-art web sites using modern CSS and XHTML techniques.

**Fee: \$99**

### Introduction to Dreamweaver 8

Harness the power of this industry-standard Web design program. Learn the basics of document creation and how to insert and format text, images, hyperlinks, tables, multimedia files, and other types of Web based content.

**Fee: \$99**

## Designing Effective Web Sites

Learn powerful graphic design techniques and build Web sites that are both attractive and effective.

**Fee: \$99**

## Introduction to Flash 8

Learn to create exciting, interactive animations from a working Flash designer and author.

**Fee: \$99**

## ▲ Web Programming

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### Introduction to ASP.Net

Learn to create powerful, interactive, community-based web sites with ASP. Net.

**Fee: \$99**

### New!

### Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

**Fee: \$99**

### Introduction to PHP and MySQL

Learn to build dynamic, data-driven web sites using two of the most popular technologies available: PHP and MySQL.

**Fee: \$99**

## ▲ Computer Programming

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### C++ Programming for the Absolute Beginner

Learn the fundamentals of computer programming with the new C++ programming language.

**Fee: \$99**

Classes listed in this section begin once a month with start dates of June 18, July 16, and Aug 20.

## Intermediate

### C# Programming

Covers how to write graphical user interface programs in the C# programming language.

**Fee: \$99**

### Introduction to Visual Basic 2005

An experienced programmer and teacher shows you how to create Windows applications using Visual Basic 2005.

**Fee: \$99**

### Intermediate Visual Basic 2005

Discover how to write VB programs that can access and modify a database.

**Fee: \$99**

### Introduction to Visual Basic .NET

Learn how to create Windows applications using Visual Basic .NET.

**Fee: \$99**

### Introduction to SQL

Gain a solid working knowledge of this powerful and widely used database programming language.

**Fee: \$99**

### Introduction to Perl Programming

Learn a programming skill that will make you a more valuable web developer or system administrator.

**Fee: \$99**

## ▲ Networking

### Introduction to PC Security

Security expert teaches the fundamentals of PC and network security.

**Fee: \$99**

### Creating a Small Office Network

Slash expenses and improve efficiency by learning how to share printers, Internet connections, drives, and documents with Windows XP.

**Fee: \$99**

### Creating a Home Network

Create, configure, and maintain a home network using Windows XP Home Edition.

**Fee: \$99**

### Introduction to Networking

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

**Fee: \$99**

### Intermediate Networking

Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity.

**Fee: \$99**

## ▲ Certification Prep

### SAT/ACT Preparation – Part I

Learn how to prepare for the reading, writing, English, and science questions on the ACT and new SAT.

**Fee: \$99**

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# Tunxis Online Education

Experience Education to Go® Online Learning [ed2go.com/tunxis](http://ed2go.com/tunxis)

All courses listed  
on this page are  
**ONLINE.**

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**Classes listed in this section begin once a month with start dates of June 18, July 16, and Aug 20.**

## **SAT/ACT Preparation – Part 2**

Discover tips that can help you gain better mastery of math questions on the ACT and new SAT.

**Fee: \$99**

## **Basic A+ Certification Prep**

Prepare for the A+ exam and begin a rewarding career in the fast-growing PC repair field (course one of three). We also offer Intermediate and Advanced.

**Fee: \$115**

## **CompTIA Security+ Certification Prep**

Master the terms and concepts you need to pass the CompTIA Security+ exam and earn your Security+ certificate.

**Fee: \$115**

**For more information,  
call 860.255.3666**

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# Customized Computer Training

*high-quality, hands-on, economical*

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**Do you feel uncomfortable in a traditional classroom situation?**

**Are you too busy to sit through a multi-session training program?**

**Do you have special needs?**

**Do you only want to learn concepts with which you are unfamiliar?**



If you answered yes to any of these questions, call 860.255.3667 to set up your own customized training session at our facility. To meet your needs and schedule, Tunxis now offers individual, customized computer training sessions covering any of the following:

- 
- **Personal Computers–Beginner**
  - **Microsoft Windows**
  - **Microsoft Office Suite**
  - **Word**
  - **PowerPoint**
  - **Publisher**
  - **Excel**
  - **Access**
  - **Outlook**
  - **Internet Training**

**Fee: \$85 per hour**  
**3-hour minimum**

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# Training for the Classroom

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## Substitute Teacher Training

Register now for this nationally-recognized training, and become an expert in substitute teaching. Substitute teachers are in demand in every school district in Connecticut. Whether you are currently substituting, retired, or seeking a second career, this hands-on workshop will equip you with essential tools and skills to be more confident and effective in the classroom. Completion of this program may earn you higher compensation in surrounding school systems, and give you the experience and confidence to pursue a career in teaching. The average student spends over one full year with a substitute teacher by the time she/he graduates from high school. Create a positive impact as a skilled, prepared professional by learning to successfully manage classroom/behavior situations; get and keep students on task; avoid the seven traps that cause educators to lose power; develop and master the use of a sub pack or resource kit; implement practical teaching skills and strategies; present stimulating lessons and fill-in activities to provide meaningful learning; provide low-cost/no-cost rewards and motivators; and be informed about legal issues, safety procedures, and other must-know essentials. Textbooks need to be purchased prior to the start of class from Tunxis Bookstore.

**July 18, 19, 25, 26 (W/TH); 6-9PM**

**CRN: 2127 Fee: \$125 plus text**

**Room: 311**

**Instructor: Anne Peck**

## New!

## Overcoming Challenging Behaviors in the Classroom

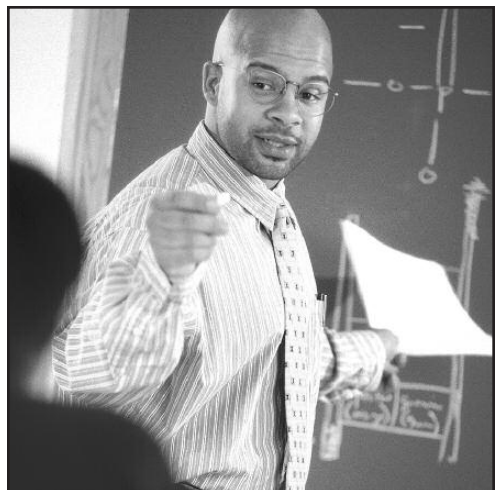
You can't teach if your classroom is not under control. Increase your self-confidence and enthusiasm for teaching by developing effective teacher-student interactions. These proven tips and techniques are effective for both the new or experienced teacher as well as the paraprofessional. This practical interactive workshop explores positive, proactive approaches to getting students in a productive mode; keeping students involved; developing strategies for behavior modification; and dealing with student misbehavior. Discover and learn a complete step-by-step approach to developing and reinforcing appropriate student behavior. This workshop is an effective follow-up to "Substitute Teacher Training."

**July 30, 31 (W/TH); 6-9PM**

**CRN: 2128 Fee: \$95**

**Room: 311**

**Instructor: Anne Peck**



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# Professional Bartending Certification

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*Learn how to serve responsibly!*

**On May 22, 2007 Public Act 07-41, a law concerning alcohol server and seller training, went into effect.**

**One aspect of the law concerns violations of the liquor control act regarding the serving and selling of alcohol to minors and visibly intoxicated persons.**

**The SMART Program listed below provides servers and those in the liquor industry with the training that they need to avoid violations**

## Professional Bartending with SMART Certification

*(Approved for WIA Funding)*

This professional bartending course includes the state and national SMART certification (Servers and Managers Alcohol Responsibility Training) recognized by the Connecticut Department of Liquor Control and police departments. Servers of alcohol are taught to serve responsibly, how to spot signs of intoxication, and how to respond appropriately. Students will learn to make more than 100 drinks, from gin and tonics to daiquiris. Instruction focuses on opening and closing procedures, product knowledge, speed of preparation, and people skills. Upon successful completion of the course, students will be qualified to work in any environment that serves liquor, including restaurants, clubs, hotels, and catering companies. Students receive a certificate of completion and the SMART certification. Bring your lunch. Materials fee of \$35 is payable to the instructor at the first class.

**June 7 & 14 (SA); 9AM- 5PM**

**CRN: 2129 Fee: \$195 plus materials**

**Room: Cafeteria**

**OR**

**Aug. 2 & 9 (SA); 9AM- 5PM**

**CRN: 2130 Fee: \$195 plus materials**

**Room: Cafeteria**

**Instructor for all classes: Paul Rich**



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# Professional Development

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## **Supervision 101: Survival Skills for First-Time Supervisors and New & Future Leaders**

Have you recently been promoted to supervisor with no other training than “just do it”? This five-session certificate program is designed to provide you with the skills to help you become a highly effective supervisor.

**June 3, 10, 17, 24, July 1**

**(TU); 6-9 PM**

**CRN: 2131 Fee: \$209**

**Room: 313**

**Instructor: Anne Peck**

### **Session 1**

#### **Stepping Out, Stepping Up: What Every Supervisor Should Know**

Avoid being overwhelmed by the demands and responsibilities of leadership. Learn how to create a cohesive work unit to enhance performance, productivity, and positive change. Topics include establishing authority and gaining respect; setting personal/team goals; facilitating decision-making generating an atmosphere of trust and open communication; encouraging innovation; promoting and rewarding individual/team competence and growth; and giving corrective feedback.

### **Session 2**

#### **High-Performance Coaching: Strategies for Superior Performance and Winning Results**

Coach, mentor and manage others by mastering your interpersonal skills. Get people to listen, understand, and give you results. Develop power-packed communication skills to make your points clearly, confidently, and persuasively. Create a cohesive, loyal, motivated team and avoid frustration by minimizing and eliminating miscommunication and other unproductive behaviors. Develop a winning edge by learning to enhance productivity, gain the backing of others, determine protocol with clients, deal with challenging people, and use techniques that create lasting relationships.

### **Session 3**

#### **Supervisors, Stand Up and Be Heard! Speak Up So Others Listen to Your Needs**

Master the art of asserting yourself in a professional way and gain the respect of your staff and management. Discover how to effectively handle assertive, aggressive and accommodating behaviors. You'll learn the impact of body language and the spoken word, how to deal effectively with put-downs, strategies for assertively dealing with difficult people, and ways to present ideas that demonstrate your integrity and competence. In this interactive session, you'll work with other participants in a supportive environment as you practice your newly acquired supervisory skills.

### **Session 4**

#### **Avoiding Managerial Malpractice by Becoming an Effective Problem-Solver**

Don't be overwhelmed by your problems—become solution-oriented. You'll learn decisive problem-solving skills that lead you to avoid common mistakes, correct your course of action, and reach your goals. Explore and develop creative problem-solving techniques and create an esprit de corps that builds and cultivates collaborative relationships, assesses risk-management options; and institutes proactive measures that achieve results. Topics include supervisory pitfalls, why it does not pay to get angry, facilitating by example, and being open to the needs and challenges of the individual.

### **Session 5**

#### **How to Deal with Impossible Clients, Bosses, and Employees**

Learn to better understand and cope more effectively with challenging people and situations. Use effective, persuasive communication techniques to garner cooperation from others. Reduce stress and increase your effectiveness by learning to identify difficult personality types, discourage aggressive behavior, communicate problems and their solutions clearly, turn confrontation into compromise, use “win-win” negotiating techniques, and correct without criticism.

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# Professional Development

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## **Supervision 201 Certificate: Managing with Performance in Mind**

Essential leadership skills for current supervisors and managers who want to build on their skills for more effective results.

**July 7, 14, 21, 28, Aug. 4 (M);**

**6-9PM**

**CRN: 2132 Fee: \$209**

**Room: 311**

**Instructor: Anne Peck**

### **Session 1**

#### **Developing Management Styles That Create Results**

Explore management skills that create a team with enhanced performance and productivity. This workshop focuses on assessing and evaluating management strengths and challenges, matching leadership styles to situations and people, giving effective performance feedback, empowering others, facilitating change, and developing creative problem-solving techniques.

### **Session 2**

#### **Managing Upward & Developing Skill Strategies That Empower You**

Learn how to hone your communication with your bosses and peers; turn resistance into support; identify and work most effectively with different communication styles and management types; determine protocol with bosses, clients, and peers; avoid and dissolve discord; and develop allies.

### **Session 3**

#### **Managing Conflict and Negotiating to Win**

Master techniques that can make even the most challenging negotiations winning ones. Resolve disagreements by learning to develop proactive measures for conflict resolution, communicating clearly, creating dialogue views, avoiding obstacles that block advancement, and setting agreeable terms.

### **Session 4**

#### **It's About Time! Managing Multiple Priorities**

Maximize the hours and productivity of your day in a workplace that expects more with fewer resources. Take control and recapture valuable time that you and your team lose each day. Regaining only 10 minutes of lost time each day will result in an extra workweek each year. Eliminate frustration and burnout by learning to analyze and assess time patterns; set priorities and delegate; handle multiple deadlines effectively; create time by multi-tasking; and eliminate time-wasters.

### **Session 5**

#### **Leading By Design & Getting the Job Done with Performance Management Strategies**

Most people work hard—the key is learning to focus and work smart by becoming results-oriented. Empower yourself, your team and your organization by learning to develop habits to achieve everyone's personal best; create a mission statement; set, adjust, prioritize and achieve clear goals; overcome procrastination and self-doubt; discover incentives to create change; develop a specific plan of action; and overcome the obstacles along the way.



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# Professional Development

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## **Personal Growth Series: Fulfilling Your Potential with Confidence and Style**

**July 7, 14, 21, 28, Aug. 4 (M);**

**6-9PM**

**CRN: 2133 Fee: \$209**

**Room: 312**

**Instructor: Larry Peck**

### **Session 1**

#### **How to Lead a Stress-Free Life and Make Time for the Things That Matter**

Are you feeling overwhelmed and underappreciated? Empower yourself by learning to create habits for success; set, adjust, prioritize and achieve goals; become results-oriented; and overcome self-doubt, procrastination and other obstacles along the way. Minimize and eliminate fatigue, worry, guilt, and frustration by discovering techniques to restore a healthy balance between your personal and professional life. Discover techniques that will help you prioritize your responsibilities; restore enthusiasm, learn to say “no”; eliminate perfectionism; increase relaxation; and manage your time more effectively.

### **Session 2**

#### **Organizing Yourself— Conquering the Clutter in Your Life!**

Have you ever found yourself drowning in the clutter of your life? Discouraged? Don't know where to begin? Take charge of your life—get yourself organized! Reduce stress, save time and money, and increase self-esteem by learning uncomplicated, practical tips and techniques to simplify and unclutter your life. Regain time and energy for the people and things that you enjoy and love. Are you discouraged because you've tried and failed before? Remove the obstacles that are keeping you from fully enjoying and experiencing your life. Develop a road map that you can easily implement to help you achieve success and satisfaction.

### **Session 3**

#### **Building Greater Self-Confidence**

Are you fulfilling your true potential? Learn to identify and maximize your strengths while minimizing your challenges. Feeling great about who you are is essential to success in any personal or professional relationship. Project a more positive self-image and become a magnet for people who appreciate you and what you do. Develop a plan of action for self-fulfillment by developing confidence-building techniques; becoming self-directed rather than other-directed; letting go of the past; creating positive self-expectancy; utilizing image enhancement exercises; and putting your best self forward.

### **Session 4**

#### **Developing Happiness, Joy, and a Positive Attitude in Your Life**

Valuable time, energy, and joy for living are wasted because we are so focused on our fears. Be happier, healthier, and more productive by learning how to overcome negative situations, enjoy who you are and your life; differentiate between fun and happiness; change and recharge your attitude; recognize and appreciate the humor in your life; be open to new possibilities; revitalize yourself and your goals; and learn stress-reduction techniques.

### **Session 5**

#### **Becoming Positively Assertive**

Empower yourself by positively communicating your needs and ideas to others. Be at ease and attain posture when presenting yourself. Overcome passive behavioral techniques and deal skillfully with aggressive people. Become more assertive by mastering the following topics such as making positive choices; speaking your mind without giving or taking offense; choosing effective verbal and non-verbal messages; developing assertive responses; handling “bullies;” and giving and accepting criticism.

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# Professional Development

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## Electricians' License Renewal Training Program C, L, and T License

### Required Electrical Training for 2008

The Connecticut Department of Consumer Protection, Occupational and Professional Licensing Division now requires all Connecticut-licensed electricians to take a seven-hour (one day) continuing education course each year to renew their license. Classes for C-5, C-6, L-5, L-6, T-1, T-2 electricians, and low voltage/telecommunications are available. The program meets CT Department of Consumer Protection requirements, and includes OSHA regulations, Connecticut general statutes, regulated building codes, National Electrical Code (NEC), fiber optic cabling systems, cabling for wireless, structured cabling; and other specific skill areas related to these licenses. Students must bring the *NEC (National Electrical Code) 2005* book.

**Register now for any of the classes listed below:**

<b>May 16</b>	<b>Friday</b>
<b>June 6</b>	<b>Friday</b>
<b>June 21</b>	<b>Saturday</b>
<b>July 18</b>	<b>Friday</b>
<b>August 16</b>	<b>Saturday</b>
<b>August 22</b>	<b>Friday</b>

**Time: 8AM-4PM**

**Fee: \$100**

**Location: Bristol Career Center**

**For more information and a  
schedule of classes, contact:  
Victor Mitchell at 860.314.4709  
or  
860.314.4700  
or  
vmitchell@txcc.commnet.edu**

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# Reiki Certification

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## Healing Art of Reiki

How would you like to learn a simple, non-invasive healing approach believed to improve your health and balance with lifelong benefits? Reiki is an energy healing art from Japan, which all people can learn and use to positively enhance their life. No prior experience with other Asian arts or meditation is necessary. Learn how Reiki can relieve stress and tension, improve health, vitality, balance, harmony, and more. Unleash your healing potential with Reiki! Instructor Michael Fuchs brings over 16 years of experience with Reiki and related arts to each interesting and enjoyable class.

**June 7 (S); 8:30AM-4:30PM**

**CRN: 2134 Fee: \$150 Room: 201**

## Reiki Second Degree Certification

Recommended for all Reiki level one students. This course strengthens the flow of the Reiki healing energy and greatly expands the skills of the practitioner. With level two Reiki attunement, you'll work with distant healing and applications for several Reiki healing symbols. There will be plenty of time for questions and practice and all participants will receive Reiki Level Two Certification upon completion of the course. Since class size is limited, please register early.

**July 12 (S); 8:30AM- 4:30PM**

**CRN: 2135 Fee: \$225 Room: 201**

## Reiki: Advanced Practitioner

Expand upon the skills you've gained in the level one and two courses. You'll learn about advanced Reiki attunement, Reiki meditation and Ch'i Kung exercises; work with several new Reiki healing symbols, review previous material and more. A detailed manual will be provided as well as Advanced Reiki Certification upon completion of the course. Please register early as class size is limited.

**Aug. 9 (S); 8:30AM- 4:30PM**

**CRN: 2136 Fee: \$275 Room: 201**

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# Motorcycle Rider Education Program

*Largest Program in Connecticut!*

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## Locations now in Farmington and Stratford

Motorcycling is one of the most exciting forms of transportation. Part of the thrill is knowing that 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 and get the most from your experience, a Connecticut 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, and lots of enthusiasm. A 10% insurance discount and exemption from the Motor Vehicle Department's on-cycle skills test are offered to students upon their successful completion of this program.

*Winner of the National Motorcycle Safety Foundation's Outstanding Community Training Sponsor Award!*

### Basic Motorcycle Rider Course

The course, which includes six hours of classroom instruction and 12 hours of on-cycle training, is designed to help individuals with little or no riding experience achieve a better understanding of what is involved in operating a motorcycle. Classes are held evenings and weekends, and vary between three and four sessions. You must have a driver's license or valid Connecticut motorcycle permit and be physically able to operate a motorcycle. Motorcycles will be provided.

**Fee: \$200 non-refundable**

### Experienced Rider Course:

Designed to improve rider skills in braking, evasive maneuvers, and turning, this course will provide you with "street strategies" to help you guard your safety. You will use your own motorcycle and will need a valid motorcycle license, registration, and insurance card.

**Classes are offered April through October in cooperation with the state Department of Transportation's Office of Highway Safety.**

*Call or e-mail today for a 2008 Motorcycle Rider schedule of dates/times and registration information.*

**For Farmington site, call 860.255.3671;**  
e-mail: [tx-motorcycle-tunxis@txcc.commnet.edu](mailto:tx-motorcycle-tunxis@txcc.commnet.edu)

**For Stratford site, call 860.255.3681;**  
e-mail: [tx-motorcycle-stratford@txcc.commnet.edu](mailto:tx-motorcycle-stratford@txcc.commnet.edu)



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## Special Interest Courses

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**New !**

### **Tunxis Summer Mash-Up**

This two-week intensive program is designed for high school students interested in combining their creative talents with contemporary technology to explore the world of digital storytelling. Students begin with a story that is brought to life through motion and sound. The final products are films that can be viewed on DVD or the Web. By the end of the program students will have written and produced two short films that will culminate in an evening screening for parents and friends.

**July 14-25 (M-F) ; 10AM-4PM**

**CRN : 2137**

**Fee : \$599**

**Room : 205**

**Instructors : Staff**

**New!**

#### **Identity Theft – What You Need to Know to Protect Yourself**

At any moment someone can steal your identity and destroy your credit score; put you into debt; turn you into a criminal; corrupt your medical records, or make you responsible for someone else's hefty IRS bill. Identity theft can ruin your life. Find out how you can know if it is happening to you and what you can do about it if you are a victim.

**June 18 (W); 6-8PM**

**CRN: 2138 Fee: \$29**

**Room: 311**

**Instructor: John Voice**

**New!**

#### **Floral Painting – Beginner & Intermediate**

Create your own unique floral painting by learning how to draw flowers using a variety of painting media and techniques. Reference material will be provided by the instructor. Students should bring any materials they already have such as watercolor paint, oils or acrylics, paper or 11 x 14 inch canvas. Recommended supplies: pencil, gum eraser, kneaded eraser, Lowe Cornell 7020 #4 round brush and basic paint colors – sap or hookers green, cadmium yellow, rose red, ultramarine blue and burnt umber.

**July 8-Aug 5 (TU); 6:30-9PM,  
5 sessions**

**CRN: 2139 Fee: \$89**

**Room: 6-230**

**Instructor: Kathleen Smits**

## Special Interest Courses

**New!**

**Offered in cooperation with  
Northwestern Community College.**

### **Cob Oven - Back Yard Baker**

Learn to build an outdoor wood-fired cob oven out of natural building materials. This three-day course will teach you to create a beautiful backyard oven using earthen materials. We will sculpt an oven out of a mixture of clay, sand and soil (COB). The oven is fired by wood— great for baking breads, pizza, roasting vegetables, smoking meats, and as a central gathering spot for your friends and family. Come join us for a fun, family friendly, summer solstice weekend. Bring rubber gloves and wear boots. Get muddy mixing cob and sculpt to your heart's content.

**This course is held off-campus in New Hartford, CT.**

**June 20, 21, 22    Fri., 5-9:00PM,    Sat./Sun.; 9AM-4PM  
CRN: 2141**

**Fee: \$95 for individuals, \$175 for families**

**(Note: each family member must complete a registration form.)**



Meet our green building instructor, Chris Alvey!

Chris Alvey has worked with many of the pioneers of the current green and natural building renaissance including John Swearingen, founder of Skillful Means Design and Construction, Ianto Evans, co-author of *The Hand Sculpted House*, and Joe Kennedy, co-author of *The Art of Natural Building*. Chris received his degree in Cultural Ecology and Sustainable Communities and Ecological Dwelling and holds a certificate in Permaculture Design. Visit [www.strawbuilder.com](http://www.strawbuilder.com) to learn more!

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## Special Interest Courses

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### Offered in cooperation with Northwestern Community College

**New!**

#### **Carpentry for Women Intermediate/Advanced**

This three-day intensive offers intermediate to advanced carpentry skills for those who have attended the “Carpentry for Women” introductory course. Participants will work on a structure to learn how to frame roofs and install doors and windows. Practice with hand and power tools will help participants to use these tools safely and confidently. Tools required for this class are hammer, speed square, utility knife, tape measure, safety glasses, and two pencils, carried in either a tool bag or tool apron. The Friday night class is held on-campus at Northwestern Connecticut Community College; the Saturday and Sunday classes are held off-campus in New Hartford, CT. Directions will be provided upon course confirmation.

**Northwestern Connecticut Community College in Winsted.**

**June 6 (F) 6-9PM: June 7 & 8 (SA/SUN); 10AM-4PM**

**CRN: 2140      Fee: \$225      Room: TBA**

#### **The Basics of Selling on eBay**

Would you like to turn your clutter into money or sell that old antique collection? Join the 1.9 million people who earn a part or full-time living selling on eBay. Join us for this one-day class that will get you up and running. Learn how to open a seller’s account; research the online auction market to determine value and create a listing that attracts buyers. Create great pictures of your items; learn pricing strategies and other secrets to success. Explore the advantages of using PayPal to collect your earnings, and all of the considerations regarding shipping and feedback. Join us for fun and a profitable experience.

**June 25 & 26 (W/TH); 6-9PM**

**CRN: 2142      Fee: \$59**

**Room: 321**

**OR**

**July 19 (SA): 9AM-3PM**

**CRN: 2143      Fee: \$59**

**Room: CL4**

**Instructor: Tony DeMarco, eBay  
trained educational specialist**

#### **Living with Man’s Best Friend**

Did you know that Americans spend more than \$34 billion dollars on their pets each year? In spite of all the pampering, many dogs have training and behavioral issues that both concern and frustrate their owners. This course will discuss behavior modification techniques and how to teach your dog proper manners. This is not an obedience class. “House rules” will be covered so that dogs and humans can live happily with one another. Eliminate negative attention-seeking behaviors while building trust and strengthening your relationship with your dog. Sorry, no dogs allowed in class.

**June 11 & 18 (W); 7-8:30PM**

**CRN: 2149      Fee: \$29**

**Room: 313**

**Instructor: Jodi Vadnais**

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## Special Interest Courses

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### New!

#### Movin' On Up—From Office 2003 to Office 2007

These courses are designed for current users of Office 2003 who are upgrading to Office 2007. There have been substantial changes to the look and functionality of Office 2007 and these classes will introduce you to the new features and get you producing great looking documents, spread sheets and presentations in no time. The new interface is designed to be user friendly, plus quick and easy to learn. Choose to take one class or all four. Instructor for all sessions on this page is Jan Gyurko.

#### Intro to Office 2007

Take an in-depth look at the newest features, changes and benefits to switching to the newest version of Microsoft Office!

**Date: June 4 (W); Time: 6:30-9PM**  
**CRN: 2144 Fee: \$39**  
**Room: 321**

#### Intro to MS Word 2007

Create and edit documents. Use formatting and page-layout functions. Use editing and proofing functions. Create graphics using SmartArt.

**June 9 & 11 (M/W);**  
**Time: 6:30-9PM**  
**CRN: 2145 Fee: \$69**  
**Room: 321**

#### Intro to MS Excel 2007

Create simple, effective spreadsheets that include text and numeric data. Use formulas and functions to perform calculations. Apply formatting to rows, columns, and cells to make data more readable and interesting.

**June 16 & 18 (M/W);**  
**Time: 6:30-9PM**  
**CRN: 2146 Fee: \$69**  
**Room: 321**

#### Intro to MS PowerPoint 2007

Customize the PowerPoint 2007 environment. Use presentation views to maximize efficiency. Apply color and document themes. Create a basic presentation with text and graphics.

**June 23 & 25 (M/W);**  
**Time: 6:30-9PM**  
**CRN: 2147 Fee: \$69**  
**Room: CL5**

### New!

#### E-mail Overload

Whether you use Outlook, Gmail, Yahoo, Comcast or another e-mail program, we all tend to have the same issues – too much e-mail!! Here's a class to help you filter out unimportant email or junk, and organize your important stuff into folders or categories and even do some things automatically.

**Date: June 2(M); Time: 6:30-9PM**  
**CRN: 2148 Fee: \$39**  
**Room: 321**



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## Special Interest Courses

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### Combined Basic Safe Boating/Personal Watercraft

This 10-hour course, taught by volunteers or employees of the state Department of Environmental Protection Boating Division, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate. The course also offers a diploma for the Personal Watercraft Operator's Certificate. Upon successful completion of the course, the student can send or bring the diploma, along with an application for certificate, and the appropriate fee to any state DEP office to obtain either the Safe Boating Certificate or the Personal Watercraft Operator's Certificate. Students must attend all classes to qualify. Questions? Call the DEP Boating Office at 860.434.8638.

**June 2, 4, 9, 11 (M/W); 6:30-9PM**

**CRN: 2150**

**Fee: \$15 non-refundable**

**Room: 6-127 & 6-128**

**OR**

**June 30, July 2, 7, 9 (M/W);**

**6:30-9PM**

**CRN: 2151**

**Fee: \$15 non-refundable**

**Room: 6-127 & 6-128**

**OR**

**July 28, 30, Aug. 4, 6 (M/W);**

**6:30-9PM**

**CRN: 2152**

**Fee: \$15 non-refundable**

**Room: 6-127 & 6-128**

### One-Day Combination Safe Boating/Personal Watercraft Course

This course is approved by the State of Connecticut and is recognized by the Coast Guard. Topics include choosing the right boat, equipment requirements, state boating laws, safety regulations, navigation rules, buoy systems, trailering, safe fueling, weather, accident prevention, and more. All students receive an official diploma and state certification application upon successful completion of the course. Classes taught by Professional Marine Education.

**June 14 (S) 8:30AM-4:30PM**

**CRN: 2153 Fee: \$95 Room: 7-116**

**OR**

**July 12 (S) 8:30AM-4:30PM**

**CRN: 2154 Fee: \$95 Room: 7-116**

**OR**

**Aug. 2 (S); 8:30AM-4:30PM**

**CRN: 2155 Fee: \$95 Room: 7-116**

### Golf—Unlocking Your Potential

Are you a new golfer or an experienced player who knows you are capable of more? Chet Dunlop, CT PGA Teacher of the Year, recognized by *Golf Range Magazine*, and founder of New England School of Golf, invites you to his five-hour exploration of all aspects of the game. Classes offered at Burlington Golf Center will help you to discover your own potential and explore your natural ability in a fun and relaxed atmosphere. This program covers the full swing, the short game, strategy, and rules of the game. Equipment is provided at no charge for those who need it.

**June 12, 19, 26 (TH); 6-8PM**  
**(last class 6-7PM)**

**CRN: 2156 Fee: \$84**

**OR**

**July 11, 18, 25 (F); 6-8PM**  
**(last class 6-7PM)**

**CRN: 2157 Fee: \$84**

**OR**

**Aug. 6, 13, 20 (W); 6-8PM**  
**(last class 6-7PM)**

**CRN: 2158 Fee: \$84**

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## Special Interest Courses

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### New!

#### Digital Photographic Manipulation

This course is an ideal introduction for anyone wanting to transition into and explore the digital realm of photography. Students will learn to alter and adjust photographic images using Adobe Photoshop, an industry standard in photographic alteration. Students will explore photography as a digital medium using a variety of tools within Photoshop including photographic image restoration, image selection and layering. Some basic computer knowledge is helpful but not required. Estimated additional expense for materials is \$60.

**June 17 – July 22 (TU); 6-9PM**

**CRN: 2159 Fee: \$169**

**Room: 6-227**

**Instructor: Jessica Somers**

#### The Art of Black & White Photography: Darkroom Introduction

Express your creativity in the darkroom! If you love black and white photographs, this beginner-friendly course is for you. Learn how to better use your 35mm camera while producing fine black and white prints in the classic way. You will learn custom-printing techniques such as dodging & burning and contrast control, to create prints you'll be proud to display. Turn your photographs into art! A 35mm SLR camera with manual controls is required. We'll be using traditional black & white film. Approximate materials expenses: \$120 for film and paper. There is a \$20 photo-chemical fee payable to instructor first night of class.

**June 2 – Aug. 4: (M); 6:30-9:30PM,**

**10 sessions**

**CRN: 2160**

**Fee: \$209 plus photo-chemical fee**

**Room: 6-222**

**Instructor: Eric Dreeke**

#### Beyond the Snapshot: Creative Expression with a 35mm Camera

Whether you're shooting with a 35mm film camera or have just entered the world of digital photography, you will benefit from this class. Learn how to take full advantage of your camera's capabilities as you gain understanding of basic photo theory. Topics include camera handling, use of different lenses, filters, types of film, depth of field, shutter speeds, flash photography, tripods, and composition. We will also demystify the many features of the digital camera. Join us in an informal atmosphere with emphasis placed on the individual needs of the student. You will need a 35mm SLR, or digital SLR, with manual controls.

**June 5, 12, 19, 26, July 3**

**(TH); 7-9:30PM, 5 sessions**

**CRN: 2161 Fee: \$99**

**Room: 210**

**Instructor: Eric Dreeke**

#### Beyond the Basics: Applied Creative Photography in the Field - Film or Digital

Gain a thorough, hands-on understanding of the creative camera in this follow-up course to "Beyond the Snapshot" as you go from the indoor to the outdoor classroom. The class will meet at different photogenic locations each week to practice the expressive use of the camera. Locations will be determined with class input. To get the most out of this class you will need a 35mm SLR, or digital SLR, with manual controls. Multiple lenses, or a zoom lens, filters (such as a polarizing filter) and a sturdy tripod would all be useful. You'll explore creative applications of shutter speeds and lens apertures while learning better composition, and more.

**July 12 – Aug. 9 (S); 1-4PM,**

**5 sessions**

**CRN: 2162 Fee: \$99**

**Room: 312 (for first class only)**

**Instructor: Eric Dreeke**

## Directions to Tunxis Community College

**Tunxis Community College is located at 271 Scott Swamp Road, at the intersection of Routes 6 & 177 in Farmington, CT. Entrances to the parking areas are located on Route 177.**

### From I-84 Westbound (from Hartford):

Take Exit 38 (Route 6/Bristol), follow Route 6 approximately 7 miles to the intersection of Routes 6 & 177. Turn left onto Route 177 South. College entrance is on the left.

**OR**

Take Exit 33 (Route 72 West/Bristol), then take the next exit to Route 177 N. Washington St. Turn right at the bottom of the exit onto Rte. 177 North. Tunxis is on the right 2 miles from the exit ramp and just before the second light (intersection of Routes 6 & 177). Estimated driving time 20 minutes; estimated distance 16 miles.

### From I-84 Eastbound (from Waterbury)

Take Exit 33 (Route 72 West—Plainville/New Britain) which is a left exit approx. 2.8 miles past Exit 32—Queen Street/Southington. Continue for 2 miles on Route 72. Exit at Route 177/North Washington Street. Turn right onto Route 177 North. Tunxis is on the right 2 miles from the exit ramp and just before the second light (intersection of Routes 6 & 177). Estimated driving time 30 minutes; estimated distance 22 miles.

### From Middletown, Rocky Hill, Cromwell, Newington, and Points East:

Take Route 9 North, follow signs for New Britain/Bristol Route 72. Continue on Route 72 to Route 177/North Washington St. Turn right onto Route 177 North. Tunxis is on the right 2 miles from the exit ramp and just before the second light (intersection of Routes 6 & 177). Estimated driving time 20-30 minutes; estimated distance 18-25 miles.

**If you need further assistance, call us at 860.255.3500.**

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## Directions to Bristol Career Center of Tunxis Community College in Bristol, CT

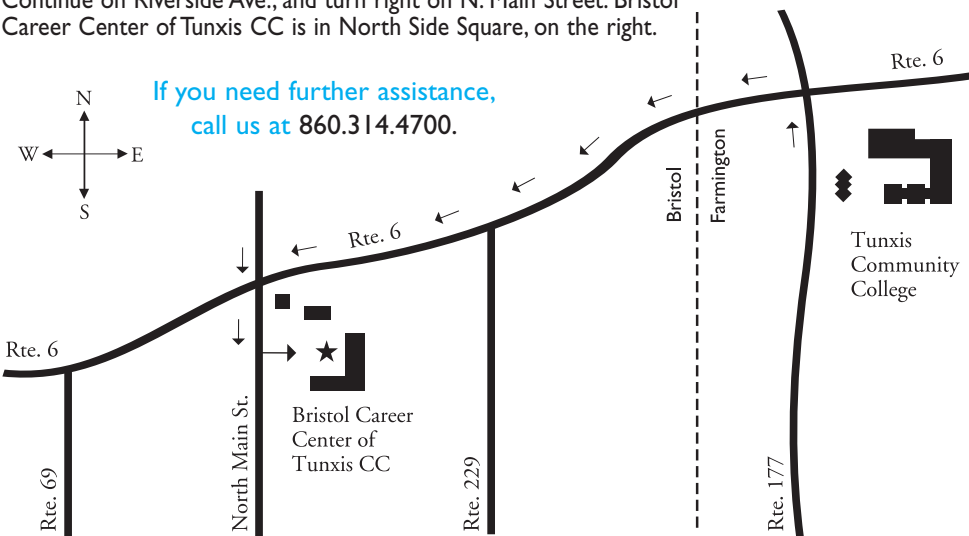
### From Tunxis Community College:

Take Route 6 West/Scott Swamp Road for approximately 4.1 miles. Turn left onto North Main Street. Turn left into parking area. Estimated driving time 9 minutes.

Bristol Career Center of Tunxis CC is located at 430 North Main Street in the North Side Square (near The Super Natural Market & Deli).

### From Waterbury and points west:

I-84 E to exit 31 (West St.) toward CT-229/Bristol. Turn left on West St. Continue straight on CT-229/Middle St. Turn left on Memorial Blvd./Rte.-72. Bear right on Rte. 72/Riverside Ave. Continue on Riverside Ave., and turn right on N. Main Street. Bristol Career Center of Tunxis CC is in North Side Square, on the right.



## General Information

### **Continuing Education Units (CEUs):**

Some non-credit courses earn Continuing Education Units. The CEU is a nationally-recognized, standard reporting measure for continuing education activities. One CEU will be awarded for each 10 hours of organized instruction. A permanent record is established for each student enrolled in a non-credit course. A certificate is issued to those who successfully complete a CEU course. For a course that is awarded CEUs (or for someone seeking a certificate of completion for a course) the student must attend at least 80% of the sessions and achieve a passing grade in the course.

### **Withdrawals/Refunds:**

Refunds may be obtained if your written withdrawal is submitted to the Workforce Development & Continuing Education Office three business days prior to the first meeting of your class. Refunds generally take 2-4 weeks to process. There are no refunds for motorcycle classes.

### **Course Cancellations:**

Courses offered through Tunxis Workforce Development & Continuing Education are self-supporting. Low enrollment may result in course cancellation up until the day before the class begins. Students may accept a refund or transfer the tuition to another course during that semester. Students who withdraw after first class are responsible for full tuition payment. In the event of inclement weather, please call the Weather Infoline at 860.255.3501.

### **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. Rules and regulations are listed in the "Policy Statements" chapter of the College Catalog. Failure to comply with the College's guidelines for conduct, as directed by the Community-Technical College Board of Trustees Policy, may be grounds for dismissal.

### **Parking Policy:**

To avoid having to pay a parking fine, please park in student-designated parking lots on the right as you enter campus. Do not park in areas reserved for faculty and staff.

### **Duplicate Non-credit Certificates**

The College issues non-credit certificates at no cost to you upon successful completion of certain programs. You are responsible for the safe keeping of this document. A replacement certificate may be obtained for a processing fee of \$10. Call 860.255.3666 to arrange for a replacement certificate. You will need to provide current name and name at the time of the course, mailing address, phone number, Social Security number, course name, the semester, and year the course was taken.



**Searching for a  
course Tunxis doesn't offer?**

**Log on to [online.commnet.edu](http://online.commnet.edu) to see  
what courses other area Connecticut  
Community Colleges are running.**

**For more information or to register, call:**

**Asnuntuck Continuing Education  
860.253.3034**

**Manchester Continuing Education  
860.512.2800**

**Middlesex Continuing Education  
860.343.5865**

**Naugatuck Valley Continuing Education  
203.575.8029**

**Northwestern Continuing Education  
860.738.6446**

