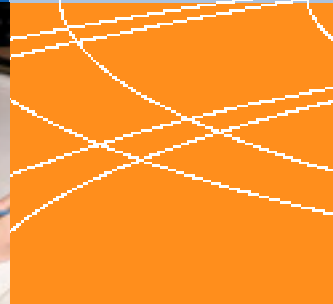
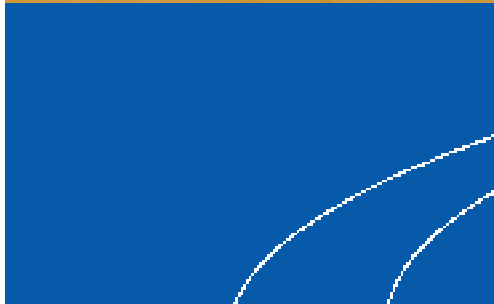




Plan Today for Tomorrow's Opportunity



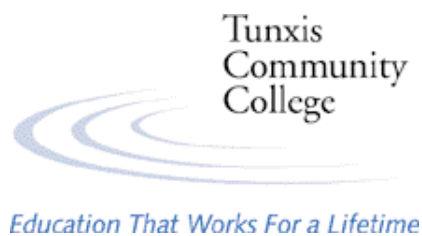
Workforce Development & Continuing Education

Tunxis Community College prepares our current and future workforce for success with training opportunities, career development and learning experience that lasts a lifetime.



Summer 2007

860.255.3666  
tunxis.commnet.edu



# Great careers and a first-class workforce



*What are you looking for in continuing your education?*

- **Workforce Development**
- **Affordability**
- **Personal Enrichment Courses**
- **New Skills**
- **Customized Training Options**
- **Challenging Courses**
- **Real-world Experience**
- **Convenient Location**
- **Flexible Scheduling**
- **Exceptional Faculty**
- **Online Education**

Experience all of these possibilities and more with our non-credit and CEU programs, specialized occupational training and customized employee training. Our expert faculty will help you explore your interests and discover new training opportunities, utilizing state-of-the-art classrooms and instructional technology.

## **Affordable, Convenient and Flexible**

Tunxis Community College is one of the most cost-effective opportunities available for getting a quality education. In addition to day and weekend courses, many Tunxis Workforce Development programs can be arranged at times convenient to clients' requirements and are competitively priced. The Workforce Development and Continuing Education Division has helped companies cut costs for training and education at Tunxis by securing more than \$2 million in state and federal grant subsidies not otherwise accessible to client companies. Financial assistance may also be available for certain programs eligible for Workforce Investment ACT (WIA) job training funds.

# start with Tunxis Community College.

## Workforce Development

Since 2000, we have provided customized on- and off-site training to more than 30,000 employees in central Connecticut, helping companies become more productive, more competitive and better positioned for growth. Tunxis Community College knows where the job market is going. You can develop new skills or enhance current ones, improve performance, change paths or advance your career through the hundreds of programs available at Tunxis.

### *For individuals and companies:*

- Management and Supervision
- Computer Skills
- Lean Enterprise
- Paraprofessional Teacher  
Test Preparation
- Team Building
- Stephen Covey  
Leadership Skills
- Electricians' License  
Renewal Training
- Blueprint Reading
- GD&T
- Customer Analyst Training



### *Additional Tunxis Workforce Development Programs:*

- Certified Nurse Aide
- Pharmacy Technician
- Phlebotomy Technician
- EKG Technician
- Patient Care Technician
- Central Sterile Processing Technician
- Medical Billing & Coding
- Real Estate



## Real World Experience for Real Life Opportunity

Tunxis faculty bring real world experience right to the classroom. You can immediately apply the knowledge and skills you learn to your current job or secure an internship or practicum with a leading employer in the area. Our Tunxis campus is filled with people of all ages and backgrounds, mirroring the workplace and reflecting the diversity of our community. The benefits from a Tunxis education last a lifetime.

*Learn without leaving  
your home or business.*

**Tunxis is a leader in online education, so you can learn both on- and off-campus.**

Tunxis Online Education connects you to faculty who post lectures, assignments and answers to your questions, as well as to other students. Join the thousands who have already benefited from Tunxis online courses and degree programs.



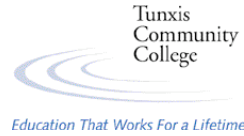
*Career Preparation, Liberal Arts and  
Sciences, Transfer Options*

**Tunxis also offers over 60 credit associate's degree and certificate programs.**

- Allied Health
- Arts & Media
- Business & Finance
- Business Office Technology
- Computer Information Systems
- Criminal Justice
- Early Childhood Education
- Engineering Science & Technological Studies
- English as a Second Language
- Human & Social Services

# Summer 2007

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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*

*Would you like to take a course not found in this publication?  
Please call 860.255.3667. We will try to schedule it the following term.*

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

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## Allied Health Programs

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Limited scholarship funding provided by the U.S. Department of Labor Community-Based Job Training Grant No. CBI5923-07-60-A-9 is available to qualified students enrolled in the following allied health programs: Certified Nurse Aide; Medical Billing & Coding; Pharmacy Technician Certification; Phlebotomy Technician Certification; Dental Assisting. To receive a scholarship application, please call 860.255.3667 or e-mail [cpiantek@txcccommnet.edu](mailto:cpiantek@txcccommnet.edu).

### New!

#### Spanish for Clinicians & Health Care Workers

Designed for counselors and health care workers who need to learn the essentials for communicating effectively in Spanish. A practical set of medical and general vocabulary and dialogue situations will be presented. A realistic, fun and relaxed conversational approach is used to provide exposure, practice and true learning. 2 CEUs

**June 11-July 16 (M/W) no class July 4;  
6:30-8:30PM, 10 sessions**

**CRN: 2191 Fee: \$249 plus text**

**Room: TBA**

**Instructor: Kristopher Keating**

#### EKG Skills

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, T wave forms. Learn to recognize a normal versus abnormal electrocardiogram, prevent artifacts, and adapt to unusual patient situations. *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).* Textbook is required and will be available in Tunxis Bookstore. Students should read the first three chapters prior to the start of class.

**July 19, 26, Aug. 2 (TH); 5:30-8:30PM**

**CRN: 2193 Fee: \$129 plus text**

**Room: 310**

**Instructor: Mark Rouleau**

### New!

#### Pain Control and Local Anesthesia for the Dental Hygienist

This course presents the basic science and dental science foundations of clinical local anesthesia, in preparation for Connecticut State Certification for administration of local anesthesia by dental hygienists. Students will learn to perform safe, effective and proper techniques of intra-oral pain control utilizing local anesthetic administration on student/client partners. Emphasis is placed on client evaluation for predicting and preventing complications. Course consists of 30-hour home-study/online component and 15-hour clinical experience.

#### Prerequisites:

- Graduation from an American Dental Association (ADA) accredited school of dental hygiene or **proof of CT licensure**
- Current certification in CPR for the Professional Rescuer/Health Care Provider and AED from the American Red Cross or American Heart Association.
- Completion of home-study/online prerequisite
- Proof of malpractice insurance
- Proof of Hepatitis B vaccination, TB antigen test within 1 year ( PPD).

**Other requirements:** Each student **must** serve as a client for another student. Student must purchase and read text prior to the beginning of the course. Student must be proficient with online format for the didactic component of the curriculum. Attendance at all sessions is mandatory. **Students must complete online portion and pass with 80% to continue into clinical sessions.**

**Online course begins May 25**

**Clinical Component: June 25, 26, 27, 28 (M-F); 5:45 – 9:45PM**

**CRN: 2235 Fee: \$995 plus text**

**Clinical Location:**

**UCONN Dental School, Farmington**

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# Allied Health Programs

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## Short Course in Medical Terminology

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 1 and do the practice exercise prior to the start of first class.

**June 4-Aug. 20(M); 6-8PM, 12 sessions**

**CRN: 2192 Fee: \$209 plus text**

**Room: 310**

**Instructor: Karolein Walsh**

## Patient Care Technician (PCT) Certificate

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**
- **EKG Skills course**

## 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 Saturdays, and is approved by the Connecticut Department of Public Health.

### DAY PROGRAM:

**Classes begin May 22.**

**Classroom session meets**

**Monday, 10AM-1PM;**

**Clinical sessions are one day per week,  
Tuesday or Wednesday, 7:30AM-2PM.**

**Fee: \$750 plus \$35 non-refundable  
administrative fee**

### EVENING PROGRAM:

**Classes begin May 22.**

**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**

### SATURDAY CLINICAL PROGRAM:

**Classes begin May 22.**

**Classroom session meets**

**Monday, 5-8PM;**

**Clinical sessions meet**

**Saturday from 7:30AM-2PM.**

**Fee: \$800 plus \$35 non-refundable  
administrative fee.**

### ACCELERATED DAY PROGRAM:

**Class begins June 29**

**and runs for 7 weeks**

**Classroom/Lab/Clinical meets**

**Tuesday and Friday, 7:30AM-3:30PM.**

**Fee: \$800 plus \$35 non-refundable  
administrative fee**

**All CNA classes are offered in  
summer, fall and spring semesters.  
For an application packet  
and schedule, call 860.255.3666.**

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## Allied Health Programs

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### CT Certified Nurse Aide 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.

**July 11, 18, 25 (W); 4:30-9:30PM**

**CRN: 2194     Fee: \$229 plus text**

**Room: 310**

**Instructor: Sharon Kusek**

### Pharmacy Technician Information Session

**Join us on May 22 at 6PM in Room 313  
to learn more about becoming a  
pharmacy technician!**



### Certified Pharmacy Technician (Approved for WIA Funding)

Today's health care environment offers opportunities to enter a new career as an allied health care professional. The need in pharmacy for technical support staff continues to grow. Opportunities abound for pharmacy technicians in various settings, from retail to institutional operations such as hospitals and home care pharmacy providers. The Federal Board of Labor Statistics (BLC) estimates there are now 300,000 pharmacy technicians working nationwide, and predicts employment will grow by an additional 18% between 2005 and 2010.

Pharmacy technicians support the pharmacist, lending direct support to the pharmacy operation as a whole. This is an intensive 13-week (52-hour) program that provides the participant with the basic skills and training to succeed as a pharmacy technician in the current health care system. The course work will contain extensive lecture discussions and practical problem-solving exercises designed to give the student the skills needed to work as a certified pharmacy technician anywhere in the United States. The academic and operational goal of the course is for the student to pass the National Pharmacy Certification test, which enhances opportunities for finding employment within the field, and is often required as a prerequisite to getting an entry-level position.

**June 5-Aug. 28 (TU); 5:30-9:30PM**

**CRN: 2195     Fee: \$849 plus text**

**Room: 311**

**Instructor: Kevin Zajac M.S., M.B.A.  
C.Ph.T.**

### Coming this fall!

#### New, Non-Credit Dental Assisting Program.

**For more information and an  
application packet, call Erin  
Annecharico at 860.255.3673.**



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## Allied Health Programs

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### Phlebotomy Technician Certification Preparation (Approved for WIA Funding)

#### Classes begin in the fall.

Learn how to collect blood and specimen samples for your current job, or to make yourself more marketable. Certified phlebotomy technicians are in demand! 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 18-19 week program, 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 or 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 lab coat and malpractice insurance.

**Day program: Meets M/TU;  
9AM-2:30PM**

**Evening program: Meets M/TU/W;  
5:30-9PM**

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

**\$100 NPA test fee, and phlebotomy  
textbook fee (approximately \$40)  
not included.**

**Location: Bristol Career Center  
of TCC**

**For more information or to receive a  
phlebotomy application packet for  
Fall 2007 classes, call 860.255.3666.**

### New! Coming this fall. LPN (Licensed Practical Nurse) Entrance Exam Prep

Improve your chances of scoring well  
on the LPN entrance exam.

#### Note:

**Please be advised that if you have  
been convicted of a felony, you  
may not be eligible for clinical  
experiences, internship, 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 agency or institution.**



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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 “Real Estate Appraisal I,” 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), 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.

## 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.

**June 2-Aug. 11 (SA) 8AM-2PM;**

**11 sessions**

**CRN: 2196      Fee: \$429 plus text**

**Room: 312**

**Instructor: Jan Gyurko**

## Real Estate Appraisal I – For Brokers Only

Learn principles of real estate property valuation. Economic, demographic and social factors that influence property value, site analysis, the valuation process and sources of data will be discussed. All methods of valuation including the Sales Comparison Approach, Cost Approach and Income Approach will be covered. This course meets the requirements of the Department of Consumer Protection as a component for a real estate broker’s license and is also suitable for individuals with interest in real estate investment. This course is not intended for individuals seeking a Provisional Appraiser License. Students must complete at least 30 hours of this 36 hour course to take the exam (passing grade required for credit toward real estate broker license).

**June 4-July 11 (M/W) no class July 4;**

**6-9PM; 12 sessions**

**CRN: 2197      Fee: \$225 plus text**

**Room: 301**

**Instructor: Richard Murray, SRA**



Classes listed in this section begin  
once a month with start dates of June 20, July 18, and August 15.

## 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

### Accounting Fundamentals

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

**Fee: \$95**

### Administrative Assistant Fundamentals

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

**Fee: \$95**

### Customer Service Fundamentals

Learn how to become indispensable to any organization by understanding how to identify and meet customer needs.

**Fee: \$95**

### Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

**Fee: \$95**

### Principles of Sales Management

Master the art of managing sales teams from a sales pro.

**Fee: \$95**

### Successful Construction Business Management

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

**Fee: \$95**

### Fundamentals of Supervision and Management

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

**Fee: \$95**

---

Classes listed in this section begin  
once a month with start dates of June 20, July 18, and August 15.

## Distribution and Logistics Management

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.

**Fee: \$95**

## Mastery of Business Fundamentals

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

**Fee: \$95**

## Project Management Fundamentals

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

**Fee: \$95**

## Total Quality Fundamentals

Give yourself a strong foundation in total quality management.

**Fee: \$95**

## Introduction to Business Analysis

Master powerful techniques to improve your decision-making skills at work.

**Fee: \$95**

## Managing Technology

Deliver results on time and on budget by monitoring and controlling technology projects.

**Fee: \$95**

## Hire Smart

Develop recruiting techniques that will help you hire the best people.

**Fee: \$95**

## Understanding the Human Resources Function

Learn to handle human resource functions to ensure the best possible results.

**Fee: \$95**

## Employment Law Fundamentals

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

**Fee: \$95**

## 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: \$95**

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## ▲ Personal Finance

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### Real Estate Investing

Build and protect your wealth by investing in real estate.

**Fee: \$95**

### New!

### Real Estate Law

**(Can not be used to attain a real estate license.)**

Learn the basics of real estate law, including investing, title search, and mortgages.

**Fee: \$95**

### Debt Elimination Techniques That Work

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

**Fee: \$95**

Classes listed in this section begin  
once a month with start dates of June 20, July 18, and August 15.

## Where Does All My Money Go?

Learn how to get control of your money once and for all.

**Fee: \$95**

## Buy or Lease Your Car Like a Pro

An experienced car salesman teaches you how to save thousands.

**Fee: \$95**

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

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

**Fee: \$95**

## The Analysis and Valuation of Stocks

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

**Fee: \$95**

## Build Your Own Mutual Fund for Pennies

Build and manage your own personal mutual fund and keep the management fees for yourself.

**Fee: \$95**

## Introduction to Stock Options

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

**Fee: \$95**

## ▲ Grant Writing/Non-profits

### 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: \$95**

### Get Grants!

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

**Fee: \$95**

### A to Z Grant Writing

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

**Fee: \$95**

### Writing Effective Grant Proposals

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

**Fee: \$95**

### Advanced Grant Proposal Writing

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

**Fee: \$95**

### Becoming a Grant-Writing Consultant

Increase your income while working from home by starting a grant-writing consulting business.

**Fee: \$95**

Classes listed in this section begin  
once a month with start dates of June 20, July 18, and August 15.

## ▲ Career Development

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### Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

**Fee: \$95**

### Résumé Writing Workshop

Discover the secret to transforming your résumé into a powerful tool that can get you interviews.

**Fee: \$95**

### Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

**Fee: \$95**

### Individual Excellence: Secrets of Career Success

Master 12 career-enhancing skills including goal setting, time management, personal organization, and creativity.

**Fee: \$95**

### Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

**Fee: \$95**

### High Powered Communication

Master the five critical factors of highly effective communication used by all skilled communicators.

**Fee: \$95**

## ▲ Personal Enrichment

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### Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

**Fee: \$95**

### Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

**Fee: \$95**

### Merrill Ream Speed Reading

An acclaimed speed-reading expert teaches you how to save yourself time by reading faster with better comprehension.

**Fee: \$95**

## ▲ Test Prep

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### GED Preparation

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

**Fee: \$95**

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

Prepare for the GED test on language arts and writing.

**Fee: \$95**

### Prepare for the GED Math Test

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

**Fee: \$95**

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Classes listed in this section begin  
once a month with start dates of June 20, July 18, and August 15.

## GMAT Preparation

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

**Fee: \$95**

## LSAT Preparation - Part 1

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

**Fee: \$95**

## LSAT Preparation - Part 2

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

**Fee: \$95**

## ▲ Digital Photography

---

### Discover Digital Photography

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

**Fee: \$95**

**New!**

### 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: \$95**

**New!**

### 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: \$95**

## Introduction to Photoshop CS

Learn the basics of using Adobe Photoshop to edit photos and use them to create new images.

**Fee: \$95**

## Introduction to Photoshop CS2

Learn how to use the newest version of Photoshop to fix and process photos and create original images.

**Fee: \$95**

## Intermediate Photoshop CS2

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

**Fee: \$95**

## Photoshop Elements Projects

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

**Fee: \$95**

## Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all situations.

**Fee: \$95**

## Mastering Digital Photography: Photographing People

An expert will show you how to take beautiful pictures of adults, children, and babies.

**Fee: \$95**

## ▲ 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: \$95**

### Speed Spanish II

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

**Fee: \$95**

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Classes listed in this section begin  
once a month with start dates of June 20, July 18, and August 15.

## 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: \$95**

## Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business.

**Fee: \$95**

## Grammar for ESL

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

**Fee: \$95**

## Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

**Fee: \$95**

## ▲ Law & Legal Careers

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### Workers' Compensation

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

**Fee: \$95**

### Introduction to Criminal Law

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

**Fee: \$95**

### Evidence Law

Start your preparation for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial.

**Fee: \$95**

## Criminal Procedure: From Arrest to Appeal

Step inside the day-to-day world of detectives, prosecutors and defense attorneys with this in-depth look at criminal procedure.

**Fee: \$95**

## Constitutional Law: Bill of Rights

Build and manage your own personal mutual fund and keep the management fees for yourself.

**Fee: \$95**

## 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: \$95**

## Employment Law Fundamentals

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

**Fee: \$95**

## 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

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### Human Anatomy and Physiology

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

**Fee: \$95**



Classes listed in this section begin  
once a month with start dates of June 20, July 18, and August 15.

## 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: \$95**

## Become a Veterinary Assistant

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

**Fee: \$95**

## 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: \$95**

**New!**

## 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: \$95**

## Introduction to Natural Health and Healing

You can promote wellness, balance, and health in all aspects of your life.

**Fee: \$95**

## 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**

## ▲ Teaching

**New!**

## Introduction to Microsoft Word in the K-12 Classroom

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

**Fee: \$95**

## Microsoft Excel 2003 in the Classroom

Discover the many ways Microsoft's powerful mathematic and analytical tool can help you and your students.

**Fee: \$95**

**New!**

## Differentiated Instruction in the Classroom

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

**Fee: \$95**

**New!**

## Teaching Science: Grades 4-6

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

**Fee: \$95**

## The Creative Classroom

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

**Fee: \$95**

## Integrating Technology in the K-5 Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

**Fee: \$95**

Classes listed in this section begin  
once a month with start dates of June 20, July 18, and August 15.

## Ready, Set, Read!

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

**Fee: \$95**

## Enhancing Language Development in Childhood

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

**Fee: \$95**

## 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: \$95**

## The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students.

**Fee: \$95**

## Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

**Fee: \$95**

## PowerPoint in the Classroom

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

**Fee: \$95**

## Caring for Children

Prepare for a rewarding career as a childcare professional.

**Fee: \$95**

## ▲ Writing

### Grammar Refresher

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

**Fee: \$95**

### 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: \$95**

### Introduction to Journaling

Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity.

**Fee: \$95**

### 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: \$95**

### Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

**Fee: \$95**

### Write Like a Pro

Find out from a Hollywood author how professional writers use story outlines to structure any type of story.

**Fee: \$95**

### Write Your Life Story

Give your family and friends an inspirational autobiography.

**Fee: \$95**

Classes listed in this section begin  
once a month with start dates of June 20, July 18, and August 15.

## The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to increase your chances of getting published.

**Fee: \$95**

## Research Methods for Writers

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

**Fee: \$95**

## Fundamentals of Technical Writing

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

**Fee: \$95**

## Creating a Sense of Place

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

**Fee: \$95**

## Demystifying Forensic Science: A Writer's Guide

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

**Fee: \$95**

## Effective Business Writing

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

**Fee: \$95**

## Business Marketing Writing

Write great marketing copy that can improve your company's image and your chances of getting hired or promoted.

**Fee: \$95**

## Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

**Fee: \$95**

## Introduction to Internet Writing Markets

A professional writer helps you discover a wide variety of new markets for your written work.

**Fee: \$95**

## Research Methods for Writers

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

**Fee: \$95**

## ▲ Basic Computer Literacy

### Introduction to Windows XP

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

**Fee: \$95**

### Introduction to Linux

Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

**Fee: \$95**

### Introduction to Microsoft Word 2003

Learn how to create and modify documents of all types.

**Fee: \$95**

(Intermediate and Advanced Word also available)

### Introduction to Microsoft Access 2003

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

**Fee: \$95**

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Classes listed in this section begin  
once a month with start dates of June 20, July 18, and August 15.

## Introduction to Microsoft Excel 2003

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

**Fee: \$95**

## Introduction to Microsoft PowerPoint 2003

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

**Fee: \$95**

## Introduction to Microsoft Publisher 2003

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

**Fee: \$95**

## Introduction to Microsoft Outlook 2003

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

**Fee: \$95**

## Introduction to the Internet

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

**Fee: \$95**

**New!**

## Introduction to QuickBooks 2007

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

**Fee: \$95**

## Performing Payroll in QuickBooks

Discover the secrets to effortlessly setting up and processing your payroll.

**Fee: \$95**

## QuickBooks for Contractors

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

**Fee: \$95**

## Photoshop for the Absolute Beginner

Learn how to get started with Photoshop 7 from a patient and helpful instructor.

**Fee: \$95**

## Introduction to PrintShop Deluxe

A designer helps you create beautiful greeting cards, stationery, brochures, signs, certificates, calendars, and other projects you can use immediately.

**Fee: \$95**

## Design Projects for Adobe Illustrator CS2

Practice with useful design projects while you learn the fundamentals of Adobe Illustrator CS2.

**Fee: \$95**

## Introduction to QuarkXPress for Windows

Master the fundamentals of graphic design using the industry standard tool for desktop publishing.

**Fee: \$95**

## ▲ 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: \$95**

### Creating Web Pages II

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

**Fee: \$95**

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Classes listed in this section begin  
once a month with start dates of June 20, July 18, and August 15.

## **New!**

### **Introduction to CSS and HTML**

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

**Fee: \$95**

### **Introduction to Dreamweaver MX 2004**

Harness the broad range of capabilities that Macromedia Dreamweaver MX 2004 brings to web development.

**Fee: \$95**

## **New!**

### **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: \$95**

### **Introduction to Microsoft FrontPage 2003**

Find out how FrontPage makes it easy to create and upload professional web sites without programming.

**Fee: \$95**

### **Designing Effective Web Sites**

Learn powerful graphic design techniques that can help you build web sites that are both attractive and effective.

**Fee: \$95**

### **Introduction to CorelDRAW X3**

Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

**Fee: \$95**

### **Imaging for the Web Using Fireworks MX 2004**

Tap into the power of Fireworks MX 2004 to create dynamic web graphics.

**Fee: \$95**

### **Creating Web Graphics with Paint Shop Pro 9**

Learn to use Paint Shop Pro 9 to create, edit, and optimize stunning web images, icons, logos, backgrounds, animations, and more.

**Fee: \$95**

### **Introduction to Flash MX 2004**

Learn to quickly create dynamic, entertaining, and interactive web sites with Flash MX 2004.

**Fee: \$95**

### **Introduction to Freehand MX**

Harness the power of Freehand MX to create logos, brochures, book covers, flyers, web graphics, and more.

**Fee: \$95**

## **▲ Web Programming**

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## **New!**

### **Introduction to ASP.Net**

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

**Fee: \$95**

### **Introduction to Macromedia Director MX 2004**

Macromedia Director skills are in high demand. Discover how to create learning applications, demos, games, interactive web sites, and more.

**Fee: \$95**

### **CGI Programming for the Web**

Learn how to make your web site fun, interactive, and informative with cookies, forms, auto responders, and more.

**Fee: \$95**

Classes listed in this section begin  
once a month with start dates of June 20, July 18, and August 15.

## Java for the Absolute Beginner

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

**Fee: \$95**

## JavaScript Programming for the Web

Learn how to spiff up your web pages with mouse overs, pop-ups, alerts, scrolling messages, forms, and more.

**Fee: \$95**

## Introduction to XML

Gain valuable and marketable experience with one of the most popular and important of all emerging web technologies.

**Fee: \$95**

## 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: \$95**

## ▲ 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: \$95**

### Intermediate C# Programming

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

**Fee: \$95**

## Introduction to Visual Basic 2005

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

**Fee: \$95**

## Introduction to Visual Basic .NET

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

**Fee: \$95**

## Introduction to SQL

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

**Fee: \$95**

## Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development.

**Fee: \$95**

## Introduction to Perl Programming

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

**Fee: \$95**

## Computer Graphics Programming with OpenGL

Prepare for a career creating special effects for games, movies, television, print publications, and the Web.

**Fee: \$95**

## Introduction to VBA

Learn to use VBA and Microsoft Word to create your own document automation solutions.

**Fee: \$95**

Classes listed in this section begin  
once a month with start dates of June 20, July 18, and August 15.

## ▲ Networking

### Hack Your Way to Security

Learn ethical hacking techniques to help you locate and close security holes in your own network.

**Fee: \$95**

### Introduction to PC Security

Security expert teaches the fundamentals of PC and network security.

**Fee: \$95**

### 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: \$95**

### Creating a Home Network

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

**Fee: \$95**

### Introduction to Networking

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

**Fee: \$95**

### Intermediate Networking

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

**Fee: \$95**

### Wireless Networking

An industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.

**Fee: \$95**

## ▲ Certification Prep

### SAT/ACT Preparation – Part 1

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

**Fee: \$95**

### SAT/ACT Preparation – Part 2

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

**Fee: \$95**

### 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).

**Fee: \$109**

### CompTIA Security+ Certification Prep

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

**Fee: \$95**

### Microsoft Windows 2000 Certification Prep

Prepare for Microsoft Exam 70-210, covering the installation and use of Windows 2000 Professional.

**Fee: \$109**

### Network+ Certification Prep

Prepare to take and pass the Network+ Exam and begin a career as a network technician.

**Fee: \$109**

**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 2000 Suite**
  - **Word • PowerPoint • Publisher • Excel**
  - **Access • Outlook**
  - **Internet Training**

**Fee: \$69 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 high demand in every school district in Connecticut. Whether you are currently substituting, retired, or seeking a second career, this two-day 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: 2198     Fee: \$125 plus text**

**Room: 311**

**Instructor: Anne Peck**

### Why Can't They Behave? –Winning with Effective Classroom Management Strategies!

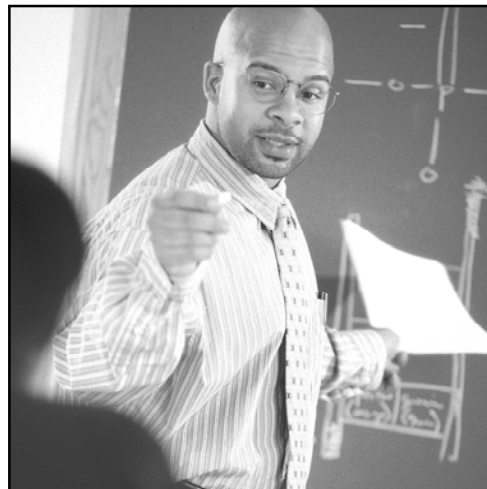
You can't teach if your classroom is not under control. Increase your self-confidence and enthusiasm for teaching by developing effective teacher-student interactions. These proven tips and techniques are effective for both the new or experienced teacher as well as the paraprofessional. This practical 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 by: This workshop is an effective follow-up to "Substitute Teacher Training."

**Aug. 6 & 8 (M/W); 6-9PM**

**CRN: 2199     Fee: \$95**

**Room: 311**

**Instructor: Anne Peck**



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# Professional Bartending Certification

*Learn how to serve responsibly!*

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## **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.

**Instructor for all classes: Paul Rich**

**June 16 & 23 (S); 9AM-5PM**

**CRN: 2200 Fee: \$195 plus materials**

**Room: Cafeteria**

**OR**

**Aug. 4 & 11 (S); 9AM-5PM**

**CRN: 2201 Fee: \$195 plus materials**

**Room: Cafeteria**

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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 5, 12, 19, 26, July 3 (TU); 6-9 PM**

**CRN: 2202 Fee: \$199 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 10, 17, 24, 31 Aug. 7 (TU); 6-9 PM**  
**CRN: 2203 Fee: \$199 Room: 313**  
**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:

### Moving On Up with Confidence and Style

July 10, 17, 24, 31, Aug. 7 (TU); 6-9PM  
CRN: 2204 Fee: \$199 Room: TBA  
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 2007

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:

- June 9 (Sat.)
- June 22 (Fri.)
- July 20 (Fri.)
- July 28 (Sat.)
- August 10 (Fri.)
- August 25 (Sat.)
- September 8 (Sat.)
- September 14 (Fri.)
- September 29 (Sat.)

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

**CRN: 2205    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 14 (S); 8:30AM-4:30PM**

**CRN: 2206    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 4 (S); 8:30AM-4:30PM**

**CRN: 2207    Fee: \$275    Room: 201**

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# Motorcycle Rider Education Program

*Largest Program in Connecticut!*

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## Locations now in Farmington, Stratford, and Fairfield

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 motorcycle permit and be physically able to operate a motorcycle. Motorcycles will be provided.

**Fee: \$165 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.

**Fee: \$85 non-refundable**

*Call or e-mail today for a 2007 Motorcycle Rider schedule of dates/times and registration information.*

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

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)

For Fairfield site, call 860.255.3682; e-mail: [tx-motorcycle-fairfield@txcc.commnet.edu](mailto:tx-motorcycle-fairfield@txcc.commnet.edu)

**Please note: Class fees are non-refundable and dates cannot be changed once scheduled; please select your class dates carefully to ensure your ability to attend all sessions of the program.**





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## Special Interest Courses

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### **Non-toxic Building and Remodeling!**

**Both of the classes below are offered in cooperation with Northwestern Connecticut Community College, located in Winsted, CT.**

#### **New!**

#### **Introduction to Natural and Green Building**

This two-hour lecture explores the importance of finding environmentally friendly methods for building and remodeling projects. Discussion includes natural and green building options, designs, and methods. Become familiar with natural building materials and learn how to assess whether or not they are environmentally friendly.

**July 26 (TH); 7-9PM**

**CRN: 2208 Fee: \$30**

**Location: Northwestern Connecticut Community College, Winsted, CT.**

#### **New!**

#### **Natural and Green Building Workshop**

This hands-on workshop is designed to familiarize students with natural building materials. Learn how to create beautiful structures with natural materials like cob, straw bale, and earth. Get your hands dirty while learning the basics of building structures and gain confidence to create your own natural building. Participants will experience many different aspects of the natural building process including sculpting with cob and natural plasters. Participants will need rubber gloves and clothing/shoes that can get muddy.

*Prerequisite: "Introduction to Natural and Green Building"*

**July 27, 28, 29 (F); 6-9PM,  
(SA/SU) 10AM-5PM**

**CRN: 2209 Fee: \$195**

**Location: Northwestern Connecticut Community College, Winsted, CT.**

#### **About the instructor:**

Chris Alvey has worked with many 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*. Alvey received a 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) for more information.

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## Special Interest Courses

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### New!

#### Your Government and You

Knowledge is power! Learn more about how the state and federal governments affect our daily lives. Volunteer attorneys will facilitate two-hour workshops in which adult participants will engage in discussions of real-life legal scenarios and small group activities. The material will come alive for participants as they immediately see its impact on their daily lives. Issues such as wiretapping, the death penalty, the right to die, and eminent domain will be discussed. This four-week enrichment program is sponsored by the Connecticut Bar Association.

**June 6, 13, 20, 27 (W); 6:30-8:30PM**

**CRN: 2210 Fee: \$15 Room: 302**

**Instructor: Connecticut Bar Association**

### New!

#### The Meaning of Your Dreams

Your unconscious mind is continuously sending you brilliant tips, guidance and advice. In this fun and engaging four-week class, you will learn how to interpret the meaning of your dreams "theatre-style." Using "dream drama" techniques, you will bring your dream characters to life by acting out and observing dream symbols and themes. Through this method, you will begin to develop an inner dialogue with your unconscious mind. Costumes, props, and one-act dream plays are used in this interactive, dream-decoding process. Bring your dreams! No acting experience necessary. Only the fun, curious, and inquisitive need attend!

**June 5, 12, 19, 26 (TU); 6:45-8:45PM**

**CRN: 2211 Fee: \$59 Room: TBA**

**Instructor: Kathleen Kiley, Host of The Dream Show, Atlanta, GA**

#### 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 6 & 13 (W); 7-8:30PM**

**CRN: 2213 Fee: \$29 Room: 300**

**Instructor: Jodi Vadnais**

#### Baby-Proofing Your Dog: Preparing Your Dog for the Arrival of Your Baby

Do you have a dog you send to obedience classes; a pet on which you lavish attention, and buy expensive dog treats? What happens when that new baby arrives and your pooch is no longer number one? Many families are forced to give up their once-loving dogs to rescues and shelters each year because their family dog was not properly socialized with infants and children. Don't let your dog become a statistic. Topics covered in this course include evaluating your dog before the baby comes home, changes you should make, exposing your dog to children, solutions to common dog/baby problems, the "go" command, and warning signs to watch for. Sorry, no dogs allowed in class.

**June 20 (W); 7-9PM**

**CRN: 2214 Fee: \$29 Room: 313**

**Instructor: Jodi Vadnais**

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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 4, 6, 11, 13 (M/W); 6:30-9PM**  
**CRN: 2218 Fee: \$15 non-refundable**  
**Room: 313**

**OR**

**July 9, 11, 16, 18 (M/W); 6:30-9PM**  
**CRN: 2219 Fee: \$15 non-refundable**  
**Room: 313**

**OR**

**Aug. 6, 8, 13, 15 (M/W); 6:30-9PM**  
**CRN: 2220 Fee: \$15 non-refundable**  
**Room: 313**



### 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 9 (S) 8:30AM-4:30PM**  
**CRN: 2221 Fee: \$95 Room: 201**  
**OR**

**June 30 (S) 8:30AM-4:30PM**  
**CRN: 2222 Fee: \$95 Room: 201**  
**OR**

**July 21 (S); 8:30AM-4:30PM**  
**CRN: 2223 Fee: \$95 Room: 201**  
**OR**

**Aug. 11 (S); 8:30AM-4:30PM**  
**CRN: 2224 Fee: \$95 Room: 201**

### 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 7, 14, 21 (TH); 6-8PM**  
**(last class 6-7PM)**

**CRN: 2215 Fee: \$84**  
**OR**

**July 6, 13, 20 (F); 6-8PM**  
**(last class 6-7PM)**

**CRN: 2216 Fee: \$84**  
**OR**

**Aug. 3, 10, 17 (F); 6-8PM**  
**(last class 6-7PM)**  
**CRN: 2217 Fee: \$84**

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## Special Interest Courses

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### 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: \$160-175 for film and paper.

**June 4-Aug. 6 (M); 7-9:30PM,  
10 sessions**

**CRN: 2225 Fee: \$219 includes  
photochemical fee**

**Room: 209**

**Instructor: Eric Dreeke**

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

You'll learn how to operate a 35mm camera, and the creative potential of this medium. Whether you are just beginning or have been "shooting" for a while, 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. Join us in an informal atmosphere with emphasis on the individual needs of each student. Students will need a 35mm SLR camera with manual controls and color print film. Digital SLRs are also welcome.

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

**CRN: 2226 Fee: \$99 Room: 311**

**Instructor: Eric Dreeke**

### Beyond the Basics: Applied Creative Photography in the Field

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. After an initial review of 35mm photography, the class will meet at different locations to practice expressive use of the camera. Locations will be determined with class input. To get the most out of this class you will need a SLR camera with manual controls; multiple or zoom lens; filters (such as a polarized filter); a sturdy tripod; and color print film. You'll explore creative applications of shutter speeds; lens apertures; use of filters; composition and more. Digital SLRs are also welcome.

**July 7-Aug. 4 (S); 1-4PM  
5 sessions**

**CRN: 2227 Fee: \$99**

**Room: 311 (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.**

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

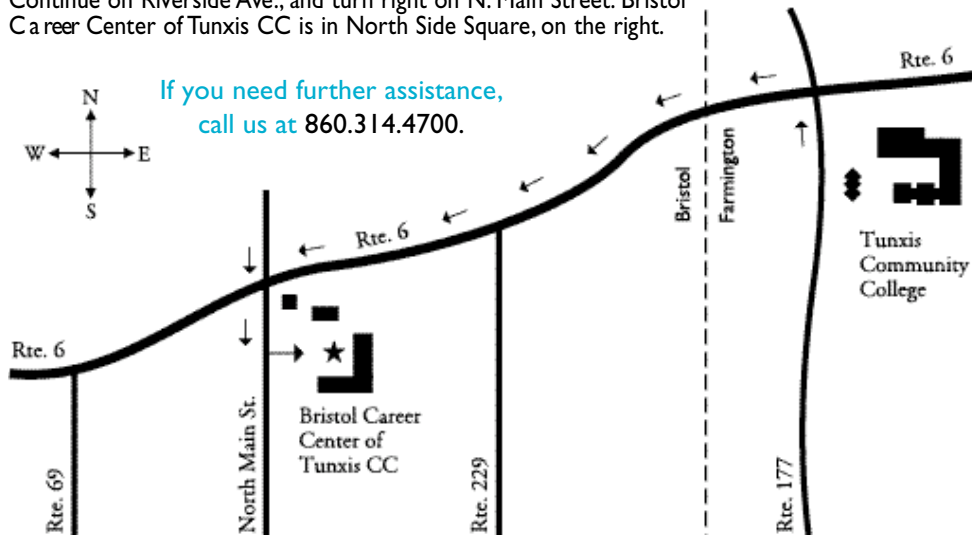
### From Tunxis Community College:

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.



# Summer 2007

## Registration Information

Course fees are payable at time of registration. No written confirmations are mailed. You are assured of a place in class unless notified otherwise. If you are not notified, please attend the first class as scheduled.

### Register by Facsimile:

Complete registration form with MC or VISA number & expiration date. Fax to 860.255.3675.

### Register in Person:

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

Register in Workforce Development & Continuing Education, Room 326

### Register by Mail:

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

### Mail to:

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

### Register by Telephone:

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

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

## 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. 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.

Registration must be completed in full.

**NON-CREDIT REGISTRATION FORM**

**TCC Workforce Development & Continuing Education**  
 271 Scott Swamp Road  
 Farmington, CT 06032-3187



Social Security #

Birth Date:

Student ID # **FOR OFFICE USE ONLY**

Student's Name: (Last)  (First)  (Middle)

Address: No. and Street  City or Town  State  Zip Code

E-Mail Address:

- Male  Female
  - Ethnic/Racial Group: (optional)
  - White
  - Black
  - American Indian/Alaskan
  - Puerto Rican
  - Hispanic, non-Puerto Rican
  - Asian/Pacific Islander
  - Other
- Maiden Name (if applicable):

Phone Numbers: (include area code)  
 HOME

WORK

CRN	COURSE TITLE	START DATE	COST	DAYS-CIRCLE	TIME	ROOM
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SU M TU W TH F S	<input type="text"/>	<input type="text"/>
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TOTAL COST

Are you a U.S. citizen?  YES  NO

MasterCard  VISA

Expiration Date:

RegForm04-06

# Summer 2007

Workforce Development & Continuing Education

# **Lean Enterprise Overview**

**One-Day Workshop  
Monday, July 16, 8 a.m.-4 p.m.**

*Bristol Career Center of TCC  
430 North Main Street in Bristol*

## **Learn what Lean can do for your business:**

- Overview of the strategies associated with Lean Enterprises
- Your business can become more competitive and efficient
- “Unleash the creative potential of your employees”
- Lecture and group exercises presented by a certified Lean trainer experienced in working with small and large companies in Connecticut and throughout the world

**Space is limited — Call now to reserve your seat!**  
(\$300 per person, includes materials)

**To register, call 860.314.4700**

Customized training is also available —  
delivered to your business, on your timetable.

**Call Dr. Dawn Leger, 860.314.4706, for more information.**

Tunxis Community College  
271 Scott Swamp Road  
Farmington, CT 06032-3187