

Prepare For *Your* Future at Tunxis.

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 on-ground programs.

Registration Information

Non-credit registration form (p. 26) must be completed in full with date of birth and social security number. Course fees are payable at time of registration. No written confirmations are mailed. You are assured of a place in class unless notified otherwise. Please make note of course location (Bristol or Farmington) when registering.

In Person

Register at Workforce Development & Continuing Education, Founders Hall (address below)

Monday-Friday • 9AM-4PM

Mail

Registration form (p. 26) & check (payable 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

Fax

Complete registration form (p. 26). Include all required **VISA, Discover** or **MC** number & expiration date. Fax to 860.255.3675.



Education That Works For a Lifetime

ACCESSIBILITY AND EQUAL OPPORTUNITY

Tunxis Community College is committed to access and equal opportunity. Should you require academic adjustments to participate in any of the programs offered through 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 on the basis of race, color, religion, age, sex, sexual orientation, national origin, ancestry, present or past history of mental disorder, learning disability or physical disability, political beliefs, marital or veteran status, gender identity and expression, genetic information or criminal record in its programs and activities. The College reserves the right to make any necessary changes in the information listed in this publication.

- **Phone: 860.255.3666**
- **Fax: 860.255.3675**
- **Email: tx-continuing-ed@tunxis.edu**
- **Online: tunxis.edu**

Workforce Development & Continuing Education

Fall 2013

Schedule of Programs and Course Offerings

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Orientation to Health Careers

Lost your job or looking for a career change? Join us on Friday, September 6 at 5 PM in Room 306. We will discuss health care fields in demand, and jobs and wages in health care. [Please email tx-continuing-ed@tunxis.edu](mailto:tx-continuing-ed@tunxis.edu) to reserve a seat.

Approved for WIA Funding/GI Bill

Central Sterile Processing Technician

Central sterile processing technicians are responsible for the sanitation and packaging of surgical instruments in hospitals, surgical centers and clinics. This 13-week program covers anatomy and physiology; microbiology and infection control; decontamination and sterilization processing; and how to handle, care for, and identify surgical instruments.

The course includes clinical exposure to a central sterile processing department. Course fee does not include national certification exam. Students must have their book for the first class.

Sept. 14 – Dec. 14 (S); 9AM-Noon (No class Nov. 2)

CRN: 4804 Fee: \$899 plus text

Room: 6-191 • Instructor: Marcia Zello, CPDSM

Registered Medical Assistant

Approved for WIA Funding/GI Bill

Classes run every fall.

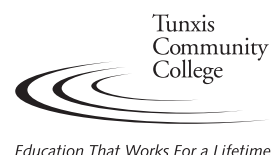
- This 10-month day program prepares you to sit for the **American Medical Technologists' RMA National Examination.**
- Classroom instruction and lab groups are held at the college.
- Clinical externships are held at physicians' offices and clinics within our college service area.
- Approximate program cost is \$7,000.

Email tx-continuing-ed@tunxis.edu to receive more information or an application packet.

FREE INFORMATION SESSIONS
Available Monthly!

Call Cheryl Conaty, R.N., at 860.255.3670 or Shaina Hamel, L.P.N. at 860.255.3684 to reserve your seat and for more information.

Tunxis Continuing Education offers a number of Workforce Investment Act (WIA) approved programs that are funded through the CT Dept. of Labor. To see if you qualify call New Britain CT Works at 860.223.0889.



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.

ALLIED HEALTH



EMT Training

Call 860.314.4700 to register for all EMT classes below.

Location: Bristol EMS Training Center, 420 North Main Street, Bristol, next to Tunxis@Bristol.

Instructor for all classes: Sharon Kenney and Staff



EMT Basic

The curriculum prepares you to take the exams to become nationally registered and state of Connecticut certified at the basic level. Lectures, demonstrations and hands-on training provide the knowledge and skills required for certification. Students must complete the 10 clinical hours with Bristol EMS. There are no prerequisites for this course, but you must be at least 16 years of age. Offered in cooperation with Bristol Hospital Office of Emergency Medical Services and the CT Department of Public Health.

Sept. 11 – Dec. 11 (M/W); 6-10PM

Plus select Saturdays

Fee: \$695 (includes text, CPR manual, and stethoscope)

Exam fees of \$100 and \$70 are paid by student directly to the state of Connecticut and the National Registry.

EMT Basic Refresher

This program is accelerated over four days to fast-track your recertification process. *If you are current with your CPR, you are excused from the Thursday class – proof of certification must be provided prior to the start of class.*

Dec. 5–8 (TH); Noon-4PM & (F/S/SU); 8AM – 4PM Fee: \$275

Approved for WIA Funding

Patient Care Technician (PCT) Certificate

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: 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 programs at the college within two years:

- Certified Nurse Aide program (see p. 5) or provide proof of current CNA certification or LPN licensure.
- Phlebotomy Technician program (must be taken at Tunxis). See p. 6
- EKG & Pulse Oximetry course (must be taken at Tunxis). See p. 6

Estimated total PCT program cost is \$3,049 plus materials.

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.

Classes Run Sept. 13 to Dec. 16

Approved for WIA Funding/GI Bill

Certified Nurse Aide (CNA)

CNAs are in demand and our students have great success with job placement! All of our program options are approved by the CT Department of Public Health and lead to state certification.

CNA Program Options

- **Day and Evening Program: \$900 plus text**
- **Saturday Clinical Option: Additional \$50**

All program options have a \$35 nonrefundable admin. fee.

Email tx-continuing-ed@tunxis.edu to receive more information or a CNA application packet.



CNA Competency Exam Review

This review covers geriatric resident care and the role of the CNA, and skills practice in a supervised lab. The curriculum 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 competency exam, and wish to review
- 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

Nov. 1 - 15 (F); 4-9PM

CRN: 4805 Fee: \$279

Room: 310

Instructor: Liz Cricco, LPN

CNA One-on-One Exam Review

Students will need to review textbook, take a practice written test and complete five hours of clinical skills review.

Fee: \$299 plus text

Questions? Call Cheryl Conaty, R.N. at 860.255.3670.

*Tunxis Continuing Education offers a number of Workforce Investment Act (WIA) approved programs that are funded through the CT Dept. of Labor. To see if you qualify call: **New Britain CT Works 860.223.0889***

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.

ALLIED HEALTH

Approved for WIA Funding/GI Bill

Phlebotomy Technician

This 160-hour program provides classroom theory and clinical lab instruction. Students who successfully complete the course are eligible for externships at UConn Health Center. Students are eligible to sit for the National Healthcareer Association certification exam (fee not included in tuition cost).

- **Day Program:**
Sept. 9 – Dec. 17 (M/T); 9AM-2:15PM
Room: 6-127 (M) and 310/312 (TU)
- **Evening Program:**
Sept. 9 – Dec. 18 (M/T/W); 5-8:45PM
Room: 306

Fee \$1,800 plus \$35 nonrefundable admin. fee and materials.

Instructor: Kimberly Kiriluk, CPT

Email tx-continuing-ed@tunxis.edu to receive more information or a phlebotomy application packet.

Approved for WIA Funding/GI Bill

EKG Technician Certification

Meet the demand for cross-trained health professionals by adding EKG skills to your résumé. This comprehensive program with lab, prepares you to take the NHA Electrocardiograph Technician Certification Exam (fee not included in tuition cost).

Sept. 16 – Dec. 16 (M); 5:30-9PM
14 sessions (no class Oct. 14) - 4.9 CEUs
(makeup Tues. Oct. 15)
CRN: 4806 Fee: \$899 plus text
Room: 202
Instructor: Mark Rouleau, R.N.

EKG & Pulse Oximetry Skills

For allied health professionals looking to add to their skill set, this course includes classroom and hands-on experience. Learn basic skills in administering a 12-lead EKG and pulse oximetry measurement. It is appropriate for nurse aides and those preparing for patient care technician (PCT) positions. Students should read the first two chapters of the text prior to the start of class. **Please note: This course does not prepare you to become an EKG technician.** You must attend all sessions to receive a certificate of completion.

Oct. 17 – Nov. 14 (TH); 5:30-8:30PM
5 sessions – 1.5 CEUs
CRN: 4807 Fee: \$279 plus text
Room: 306
Instructor: Mark Rouleau, R.N.

Approved for WIA Funding/GI Bill

Veterinary Assistant Program 42 hours classroom/24 hours clinical

Train for an entry-level position as a veterinary assistant working in an animal hospital, clinic, animal shelter, laboratory or zoo. Vet assistants perform front office functions; assist in providing routine and emergency care; perform laboratory procedures; assist in dental and surgical procedures; and take X-rays. Navy blue scrub top must be worn to clinical experience.

Sept. 11 – Dec. 18 (W); 6-9:30PM
(no class Sept. 18 and Nov. 27)
(makeup Tues., Nov. 26)
CRN: 4808
Fee: \$769 plus text and navy blue scrub top
Room: 6-127
Instructor: Tim Burns, VT

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.

Pharmacy Technician

This 60-hour program prepares you for an entry-level position in a hospital, community or mail order pharmacy. Topics include medical terminology; reading and interpreting prescriptions; and defining drugs by generic and brand names. Students will learn dosage calculation; I.V. flow rate; drug compounding; and dose conversion. Dispensing of prescriptions; inventory control; billing, and insurance reimbursement will also be discussed. **Course prerequisite: basic math and algebra skills.**

Sept. 16 – Dec. 2 (M/W); 6-9PM

20 sessions CRN: 4813

(No class Sept. 30, Oct. 14 and Nov.27)

Fee: \$949 plus text and

\$25 nonrefundable admin. fee

Room: 6-173

Instructor: Sara Miller, RPhT

Email tx-continuing-ed@tunxis.edu to receive more information or an application packet.

CPR BLS for Health Care Professionals

Designed for health care professionals who respond to cardiac and respiratory emergencies, this three-hour course covers one and two person rescuer — adult, child and infant CPR, Foreign Body Airway Obstruction, and the AED. Cost includes: textbook, Patho-Shield Plus key chain, course completion card and exams.

Nov. 15 (F); 9AM-Noon

CRN: 4812 Fee: \$95

Room: 6-127 (main campus)

Instructor: Lou Brockett

Medical Math

“Ed2Go” Online Course

Master medical calculations online. Gain the medical math skills you need to do anything from calculating dosages to using scientific formulas. Review fractions, decimals, and percentages, and then cover the measurement systems and conversions used in the medical field. Learn to do real-world dosage calculations for oral, parenteral, and intravenous medications. This course is an excellent review for those planning to take the Pharmacy Technician program.

Six weeks – Offered online monthly

(see p. 10 for more info.) • Fee: \$119

Instructor: Sara Miller, RPhT

Email tx-continuing-ed@tunxis.edu to receive more information or an application packet.

Adult/Child CPR/AED

For lay rescuers such as personal trainers, security guards, firefighters, police, and airline personnel. It covers one rescuer adult and child CPR, Foreign Body Airway Obstruction, and AED training. Cost includes: textbook, Patho-Shield Plus key chain, course completion card and exams.

Oct. 25 (F); 10AM-Noon

CRN: 4811 Fee: \$85

Room: 6-127

Instructor: Lou Brockett

NEW! Certified Medical Administrative Assistant— Coming Spring 2014

This Certified Medical Administrative Assisting Program prepares you to undertake the vital duties of the front office, from scheduling appointments and billing insurance companies to handling patient records. You'll learn how to manage charts, oversee the finances, interact with patients and act in accordance with HIPAA rules and guidelines. Program includes medical terminology; medical office procedures; health care insurance processing, billing and coding; electronic health records; computer skills; financial management, customer service, medical law & ethics, and risk management.

**See
“Mindfulness for
Health Care Professionals”
on p. 14**

MOTORCYCLE RIDER EDUCATION

Largest Program in Connecticut!

Courses available in Farmington, East Granby, Fairfield, and Stratford

Motorcycling is one of the most exciting forms of transportation. You are totally responsible for every action taken — from timing each shift to keeping a keen eye out for other motorists. To understand these responsibilities, a CT Motorcycle Rider course is the place to start. Expert instruction is offered to both the beginner and the experienced rider.

Students must have the ability to ride a bicycle. A 10% insurance discount, and exemption from the CT Department of Motor Vehicles (DMV) on-cycle skills test, are bonuses of the program.

IT'S THE LAW!

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

Classes run April through October.

Contact us to receive your 2013 Motorcycle Rider schedule of dates/times and registration information, or visit tunxis.edu/motorcycle.

**For more information, call
860.255.3671 or 3681.**



ride4ever.org

Visit ride4ever.org to prepare for your course (download course manual and study questions in advance), access safety information, and learn all the latest news. Also, watch the Basic Rider Course 5-minute video, a summary of the training program.

Basic Motorcycle Rider Course:

Designed for the individual with little or no riding experience. Includes six hours of classroom instruction and 12 hours of on-cycle training. Classes are held evenings and weekends. You must have a driver's license or motorcycle permit and be physically able to operate a motorcycle. Motorcycles will be provided. Scooters available upon request.

Fee: \$200 nonrefundable

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 nonrefundable

Advanced Rider Course:

A one-day, on-cycle and classroom course for experienced riders designed to improve safety awareness and skill development in areas of risk management and decision-making. Requirements: valid motorcycle license, street-legal motorcycle or scooter, and insurance card.

Fee: \$50 nonrefundable

Private Lessons:

Enjoy a personalized learning environment. Private and semi-private lessons comprise a maximum of 16-hours of both classroom and on-cycle instruction. Rider's ability determines length of course.

Fee: \$850 private, \$425 semi-private

IMPORTANT! NO EXCEPTIONS.

Motorcycle course fees are nonrefundable. Select your class dates carefully to ensure your ability to attend ALL SESSIONS of your class, on time. Any absence or tardiness will require you to register for another course, pay again, and start over. If you know you will miss a session due to a vacation, wedding, work, etc., **DO NOT** enroll in that class; please choose another.

TUNXIS ONLINE EDUCATION

Now you can learn anywhere!

Classes begin monthly with start dates of September 18, October 16, and November 13.

Experience Education to Go® Online Learning - ed2go.com/tunxis

Choose from over 300 online classes that begin monthly and run for six weeks.

Take classes that fit your schedule.

Relax. There is no need to rush to campus. Take non-credit classes from home!

Course fees start at \$119.



REQUIREMENTS:

All Ed2Go courses require a student to have Internet access, an email address, and a compatible web browser such as Internet Explorer, Safari or Firefox. Some courses may have additional requirements.

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

TUNXIS ONLINE EDUCATION

Classes begin monthly with start dates of September 18, October 16, and November 13.

For more information call 860.255.3666

This is a partial listing of courses offered. Check ed2go.com/tunxis for over 300 online classes.

Basic Computer Literacy

Keyboarding
Microsoft Windows
Microsoft Access
Microsoft Excel
Microsoft PowerPoint
Microsoft Publisher
Microsoft Word
Introduction to the Internet
PC Troubleshooting

Business & Management

Accounting Fundamentals
Administrative Assistant Fundamentals
Building Teams that Work
Business and Marketing Writing
Computer Skills for the Workplace
Fundamentals of Supervision & Management
Grant Writing and Proposals
Marketing Your Business
Project Management Fundamentals
QuickBooks 2012
Understanding the Human Resource Function

Database Management

Intro to Networking
Intro to PC Security
Introduction to Programming
Java Programming
Mac, iPhone, and iPad Programming
MS Access
Oracle
Crystal Reports
SQL

Graphic & Multi-Media Design

Adobe Illustrator
Creating Web Pages
Creating Wordpress Web Pages
Designing Effective Websites
Dreamweaver
Flash CS5 and CS6
InDesign CS5
Introduction to PHP and MySQL
Photoshop CS5 and CS6
Photoshop Elements
Visual Basic

Health Care

Human Anatomy and Physiology
Intro to Natural Health & Healing
Medical Terminology
Medical Math
Become an Optical Assistant
Explore a Career in Medical Coding
Explore a Career in Medical Transcription
Explore a Career as an Administrative Medical Assistant

Languages

Conversational French
Speed Spanish
Spanish in the Classroom
Spanish for Law Enforcement
Spanish for Medical Professionals
Instant Italian
Keys to Effective Communication
Interpersonal Communication

Law & Legal Careers

Business Law for the Small Business Owner
Workers' Compensation
Legal Nurse Consulting
Real Estate Law (not for state licensing)

Personal Finance

Real Estate Investing
Stocks, Bonds, and Investing
Introduction to Stock Options
Keys to Successful Money Management
Debt Elimination Techniques That Work

Teaching

Empowering Students with Disabilities
Praxis I Preparation
Home School with Success
Ready, Set, Read!
Solving Classroom Discipline Problems
Survival Kit for New Teachers
Teaching Adult Learners
Teaching Smarter with SMART Boards
Teaching Students with Autism
Teaching Students with ADHD
Teaching Students with Learning Disabilities
The Creative Classroom
Understanding Adolescents
Web 2.0 Blogs, Wikis, and Podcasts

Test Prep GED

GED Preparation
SAT/ACT Preparation
GRE Preparation
GMAT Preparation
LSAT Preparation

Writing & Publishing

Beginning Writer's Workshop
Business Writing
Writing Essentials
Grammar Refresher
The Keys to Effective Editing
Introduction to Internet Writing
Write and Publish Your Nonfiction Book
Writing for Children

New Courses!

American Literature and Composition
British Literature and Composition
Certificate in Holistic and Integrative Health
Certificate in Integrative Mental Health
Creating Classroom Centers
Creating Mobile Apps
Introduction to Guitar
Interior Design
Lightroom 4
Mastering Public Speaking
Mastering Your Digital SLR Camera
Microsoft Excel in the Classroom
Microsoft PowerPoint in the Classroom
Microsoft Word in the Classroom
Performing Payroll in QuickBooks 2012 and 2013
Scrapbooking
Screenwriting
Singapore Math Strategies:
 Advanced Model Drawing for Grades 6-9
Start Your Own Edible Garden
Statistics
Survey of Literature
Teaching Writing: Grades K-3
Windows 7 and 8
World Literature and Composition

PROFESSIONAL DEVELOPMENT

Personal Fitness Trainer Certification

This World Instructor Training School's (WITS) 60-hour program covers biomechanics exercise physiology, fitness testing, equipment usage and health assessment, and leads to a national certification. It combines classroom and practical training.

Oct. 12 – Nov. 16 (S); 9AM-4PM

CRN: 4814 Fee: \$649 plus text;

\$26.58 (includes applicable tax)

lab fee is payable to Malibu Fitness.

Room: 6-173 and Malibu Fitness*

Call to order your textbook (888.330.9487) and start reading immediately.



*Malibu Fitness Center is located at 15 Executive Drive, Farmington.

Prerequisite for taking the Personal Fitness Trainer Certification Exam is Adult/Child CPR/AED course (see page 7).

FREE!

Personal Fitness Training ONLINE Information Session

Sept. 21 (S); 1PM

Please email tx-continuing-ed@tunxis.edu to receive password and login information.



Approved for WIA Funding

Learn how to serve responsibly!

Professional Bartending with SMART Certification

This professional bartending course includes state and national SMART certification (Servers and Managers Alcohol Responsibility Training) recognized by the Connecticut Department of Liquor Control and police departments. Learn to serve responsibly, to spot signs of intoxication, and to respond appropriately. Students learn to make over 100 drinks.

Instruction includes opening and closing procedures, product knowledge, speed of preparation, and people skills.



**• Sept. 28 & Oct. 5 (S); 9AM-5PM CRN: 4818
OR**

**• Dec. 7 & 14 (S); 9AM-5PM CRN: 4819
Fee: \$239 plus materials (Materials fee of \$35 is payable to the instructor at the first class.)**

Room: Cafeteria

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

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

PROFESSIONAL DEVELOPMENT

Security Guard Certification

Public Act #04-192 now mandates that all state of Connecticut security officers complete an 8-hour training course for certification. The course covers an overview of private security, public safety issues, search and seizure, use of force, basic criminal justice, and basic first aid. Participants are required to complete a written exam at the end of the course with a passing grade of 75%. Upon successful completion, students apply for a Security Officer Identification Card from the state of Connecticut. Application requirements will be reviewed in class. Students are required to bring a state of CT-issued photo ID, pencil, highlighter, and lunch. Please note: The course tuition does not include the approximate \$170 fee paid to the state for the identification card. Applicants are required to submit two sets of fingerprints with their Security Officer Applications when they apply (may be administered at your local police department). For more information on the Security Officer Identification Card, please visit the Connecticut Department of Public Safety website at CT.gov/DPS.

- **Sept. 28 (S); 8:30AM-5PM**
CRN: 4820
OR
- **Oct. 12 (S); 8:30AM-5PM**
CRN: 4821
OR
- **Nov. 23 (S); 8:30AM-5PM**
CRN: 4822
Fee: \$119
Room: 6-175
Instructor: Eric Bonaiuto

NEW! Fundraising Events: Purpose and Profits

Fundraising events require time, talent and money. This workshop will cover revenue-making strategies for your fundraising event, distinguish between fundraising and public relations strategies for your fundraising event, address creating an event that encourages attendees to continue to support your organization beyond the event, and how to truly evaluate the success of an event.

Sept. 17(T), 8:30AM-12:30PM
Fee: \$85 Location: 430 N. Main St., Bristol
Instructor: Wendi Fralik

Approved for WIA Funding/GI Bill

Principles and Practices of Real Estate

This course 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 course in addition to a 70% grade on the final exam to meet state licensing requirements.

Sept. 23 – Dec. 11 (M/W); 9:30AM-12:30PM
(No class Oct. 14 and Nov. 27)
CRN: 4815
Fee: \$475 plus text
Location: 6-173
Instructor: Heidi Matusik

All real estate courses are approved by the Real Estate Commission under the auspices of the Real Estate Consortium of CT Community Colleges. Therefore, approved courses for Tunxis Community College can be found at the DCP website under the title of Real Estate Consortium of CT Community Colleges.

NEW! Résumé Writing Workshop

Create an effective résumé or improve the one you already have. Transform your résumé into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing—you! Learn different résumé formats and the advantages and disadvantages of each. Write an employment objective that shows potential employers that you have direction. Make the most of your work experience. Know what to reveal in a résumé, and what to keep to yourself. Learn to overcome gaps in work history and age discrimination. Discover how to use references to your advantage. This course is for anyone who wants to create their own résumé, or learn how to write résumés and cover letters professionally. Students are strongly encouraged to bring a copy of their current résumé.

- **Oct. 5 (S); 10AM-1PM CRN: 4823**
- **Nov. 16 (S); 10AM-1PM CRN: 4824**
- **Dec. 14 (S); 10AM-1PM CRN: 4825**
Fee: \$45
Room: 6-174
Instructors: Samuel Kapros and Carol Crowley

Management Series: Part I

This training workshop is designed to provide new and future managers with a higher level of managerial skills required for success in today's competitive workplace.

- **Session I:** Step Out and Step Up: Discover What Every Manager Should Know
- **Session II:** High-Performance Coaching: Interpersonal Skill Strategies for Superior Performance
- **Session III:** Stand Up and Be Heard: Speak Up So Others Listen to Your Needs
- **Session IV:** Become a More Effective Problem-Solver and Decision-Maker
- **Session V:** How to Deal with Impossible Clients, Bosses, and Employees

Sept. 17 – Oct. 15 (T); 6-9PM

CRN: 4826

Fee: \$229

Room: 311

Instructor: Anne Peck



Management Series: Part II

This interactive follow-up workshop is designed to develop and improve management skills that enhance your contribution to the success of your organization. Note: it is encouraged but not required to attend both sections of this certificate program.

- **Session I:** Developing Management Styles that Create Results
- **Session II:** Managing Upward: Developing Strategies that Empower You and Your Team with Motivation in Mind
- **Session III:** Managing Conflict and Negotiating to Win
- **Session IV:** It's About Time: Managing Multiple Priorities
- **Session V:** Leading Effectively with Performance Management Strategies

Oct. 22 – Nov. 19 (T); 6-9PM

CRN: 4827

Fee: \$229

Room: 311

Instructor: Anne Peck



Sexual Harassment Awareness, Prevention, and Response

Sexual harassment is a serious problem that weakens workplace morale, professionalism and productivity. If misunderstood or not appropriately addressed, sexual harassment also creates significant legal and financial liability for organizations. This seminar will help supervisors and managers understand their responsibility to ensure a harassment-free work environment. **The training session fulfills state and federal requirements for sexual harassment training for supervisors and managers.**

Sept. 27 (F); 9-11:30AM

Fee: \$50

Room: 6-179

Instructor: Deanne Shapiro has more than 35 years of experience as a trainer and consultant in professional development and organizational effectiveness.

**For more information or to register,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.**

Mindfulness for Health Care Professionals

"The quality of care you give to others is related to the quality of care you give yourself."

As a health care provider you spend your days delivering care to others. The health care environment requires multitasking in a rapidly changing, emotional and often stressful environment. Are you taking care of yourself? You give to others, now it's time to give something to yourself. Learn how to practice mindfulness so that you can be a better and more focused provider able to manage work stress. Develop a more balanced personal and professional life through mindfulness.

This workshop is provided in conjunction with the Tunxis Community College Allied Health Division for 4 CEUs.

Participants in this workshop will learn and experience the following: present moment awareness, mindful meditation, stress management, body scan, mindful communication, mindful eating, and handling strong emotions.

Sept. 21 (S); 9AM-2:30PM

Fee: \$85 • Room: 6-127

Instructor: Sharon Gutterman, Ph.D. teaches mindfulness practices to medical students, allied health professionals, and physicians at Yale University, University of Connecticut Medical Center, and The Ohio State University. Sharon trained in the highly successful Mindfulness-Based Stress Reduction program developed and taught by Jon Kabat-Zinn and Saki Santorelli.



QuickBooks 2010 – 15 hours

(CPE Credits Available)*

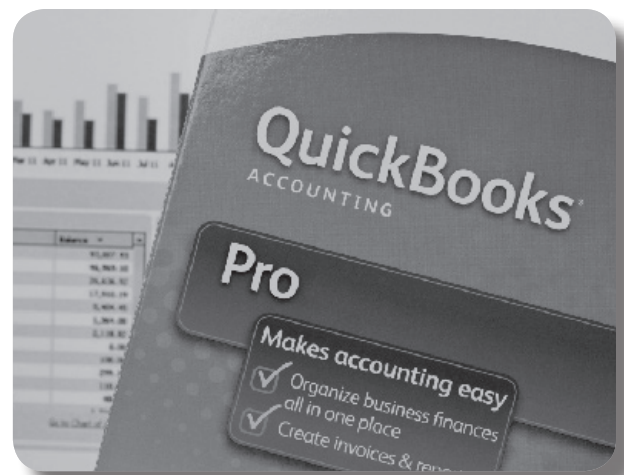
This QuickBooks training class covers the fundamentals of using QuickBooks 2010 to track the finances of a small business. Students will learn how to set up a new company, work with lists, set up inventory, process invoices, work with bank accounts, process payments, and enter and pay bills. Please bring a flash drive to class.

Sept. 19 – Oct. 17; (TH); 6-9PM

Fee: \$195 plus text

Location: 430 N. Main St., Bristol

Instructor: Jan Gyurko



**For more information or to register,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.**

Tunxis Community College Placement Preparation

This one-day, two-hour workshop is designed to familiarize you with community college placement requirements and help improve your academic placement in the Connecticut Community College System.

All new students are required to take the community college placement assessment, ACCUPLACER®, to:

- Assess their level of college readiness. The results of ACCUPLACER® will determine whether or not you can register for college-level English and math, and determine your eligibility to take courses with English and/or math prerequisites.

Topics reviewed in the workshop include:

- An overview of ACCUPLACER®
- Test strategies
- Sectional content (four content sections of the assessment)
- Study guide review
- Additional resources provided

Aug. 3 & 10 (S), 10AM-12PM

Fee: \$25

Room: 313

New! Math Workshop: ACCUPLACER®

Anxious about the math section of the required college placement assessment, ACCUPLACER®, or feel the need to brush up on your math skills? Tunxis now offers a two-hour workshop to help students refresh their math skills and review the structure and contents of the math assessment. The workshop will review solving algebraic equations, combining like terms, integers, fractions, word problems, and more!

Aug. 3 & 10 (S), 10AM-12PM

Fee: \$20

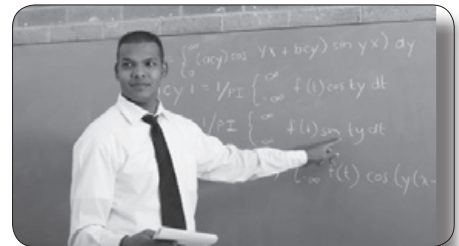
Room: 214

Substitute Teacher Training: Become More Effective in the Classroom

Substitute teachers are in demand in every school district in CT! Whether you are currently substituting, retired, or seeking a second career, this hands-on workshop will strengthen your classroom skills, give you expertise, and enhance your teaching skills and confidence level in a training situation.

Create a positive impact as a skilled professional by learning to:

- Manage challenging classroom behavior situations effectively
- Avoid the traps that cause educators to lose power
- Master the use of a resource kit
- Implement effective teaching strategies
- Present stimulating lessons and fill-in activities
- Provide no-cost/low-cost motivators to develop cooperative learning
- Be informed about legal issues, safety procedures, and other must-know essentials



Sept. 23 & 25 (TH); 9AM-4PM • CRN: 4828 • Fee: \$189 plus text

Room: 311

Instructor: Anne Peck

NEW! Among the Clouds

“Cloud” Computing and Storage

Curious about saving work to “the cloud?” Google Drive? Dropbox? Skydrive? This workshop will explain what these new computing tools are all about. You will learn how they work and how to get started on your own cloud. Then, you will be able to create documents and spreadsheets and presentations and not have to buy software for your computer. We will also look at collaborating and sharing files and answering all your questions. If you have a mobile device you are welcome to bring it to class.

Nov. 2 (S); 9:30AM-12PM

Fee: \$65

Room: 6-174

Instructor: Jan Gyurko is a trainer and consultant with more than 25 years experience as a technology and software instructor, experienced in both PC and Mac operating systems as well as devices such as iPad, iPhone, Kindle and more.

iPad for the Classroom

The iPad is fast becoming the go-to classroom teaching tool.

Educators are using the mobile device for outlining, note taking, and presentations. Subject-matter apps for the iPad are also available in music, science, math, language, history, geography and more. This workshop will cover the following topics: settings and customization; gestures and multitasking; keyboarding shortcuts and text editing; apps for student learning; answers to specific audience questions and problem solving.

Sept. 17 & 24 (T); 4:30-7:30PM

Fee: \$95

Room: 6-172

Instructor: Jan Gyurko

SMART Board Training for Teachers

Create interactive lessons your students will love to remember. Learn to use the SMART Board and all of its tools to challenge your students in math, literacy skills, and other necessary areas for success. Engage your students as you enhance your instruction and learning. You will develop a minimum of two complete lessons from a teacher who is a certified SMART Board instructor.



SMART Board 201

Sept. 17 – Oct. 8 (T); 4:30–8PM

Fee: \$145

Location: 430 N. Main St., Bristol

Instructor: Sue Weber

Advanced SMART Board

This course builds on the previous “SMART Board Training for Teachers” course. This class will take an in-depth look at managing and customizing content and resources in SMART Notebook software. You’ll learn how to manage Gallery content, create and add themes and link objects to other resources. Prior SMART Board knowledge is required.

Oct. 15 – Nov. 5 (T); 4:30– 8PM

Fee: \$145

Location: 430 N. Main St., Bristol

Instructor: Sue Weber

**For more information or to register for this course,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.**

Electrical License Renewal Training Program

C, L, T License Required Electrical Training for 2013

The Connecticut Department of Consumer Protection requires all Connecticut licensed electricians to take a four-hour continuing education course each year to renew their license. Classes for C-5, C-6, L-5, L-6, T-1, and T-2 electricians, and low voltage/telecommunications are available. The program meets CT Department of Consumer Protection standards and includes OSHA regulations, Connecticut general statutes, building codes, National Electrical Code (NEC), code updates, Codeology, NFPA 70E, Call Before You Dig (CBYD), and other specific skill areas. Students must bring the "NEC (National Electrical Code)" book.



4-hour Format!

Classes meet 8AM–noon, except as noted.

Your Choice: Aug. 23 (F), Aug. 28 (W, 5– 9PM), Sept. 6 (F), Sept. 18 (W, 5– 9PM), Sept. 27 (F), Sept. 28 (S)

Fee: \$55

Location: 430 N. Main St., Bristol

NEW! Continuing Education for Plumbers 5-Hour Workshop For P2 and J2 Plumbers

All plumbers are required by the state of Connecticut to take continuing education credits each year to maintain their license. Our Plumbers 2013 program includes; gray water recoveries, NFPA 58, rainwater harvesting, state regulations, OSHA and more.

Class meets 8AM–1:15PM

Your Choice: Aug. 16 (F), Aug. 17 (S), Sept. 13 (F), Sept. 21 (S), Sept. 30 (M)

Fee: \$85

Location: 430 N. Main St., Bristol



For more information or to register,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.

PROFESSIONAL DEVELOPMENT

OSHA 10 Construction Training

OSHA 10-hour construction training is required for all employees of any public building project that are paid for in part by state, municipal, or federal funding. Our program meets the criteria outlined by OSHA's Outreach Training Initiative. Ideal for construction workers, project managers and superintendents.

Oct. 18 & 19 (F, 5-9 PM & S, 8AM 3PM)

Fee: \$199

Location: 430 N. Main St., Bristol

Instructor: David Stevens

NFPA 70E Arc Flash Compliance

Regulation: Gen Ind. Subpart S 1910.301 & Construction – Subpart K 1926.4

The NFPA 70E is a work standard published by the National Fire Protection Association (NFPA)

This course provides:

- An overview of the NFPA 70E Standard OSHA 1910, subpart S, IEEE 1584 & OSHA 1910.147
- Employer & employee requirements

Nov. 13 (W), 8AM-4PM

Fee: \$199

Location: 430 N. Main St., Bristol

Instructor: David Stevens

**For more information or to register,
call 860.314.4700,
email tx-bcc@tunxis.edu,
or fax 860.255.3680.**

OSHA 30 Construction Outreach Training

OSHA 30 Construction Outreach Training will provide a variety of safety concerns and scenarios to workers who are responsible for safety on the job. The class will provide training in hazard identification, avoidance, control and prevention. A special focus is placed on OSHA Focused Four Hazards, "fall protection, electrical, being struck by an object, and caught in between." Other areas of the training include; personal protective and lifesaving equipment, Health Hazards in Construction, and introduction to OSHA.

Who should attend? Construction foremen and job supervisors, and all those interested personnel responsible for construction-related projects. Those who complete all 30 hours will receive an OSHA 30 Department of Labor outreach card.

Dec. 5, 6, 12, 13 (TH, F), 8AM-4PM

Fee: \$299

Location: 430 N. Main St., Bristol

Instructor: David Stevens

Social Media Marketing Demystified

Learn how to leverage the Internet's social media tools to market your business and/or organization. This workshop will help you understand the available social media tools and how to use them to promote your product, service or idea to target audiences.

By the end of this workshop, you will:

- Understand the array of Internet social media marketing tools.
- Know the impact of social media marketing in your industry.
- Understand the pros and cons of various social marketing tactics
- Know how to identify and analyze audiences using social media marketing tools
- Be able to get started using social media marketing tools.

Nov. 1 (F), 9:30AM-1PM

Fee: \$85 Room: 6-179

Instructor: Tatiana Machado

Be Your Own Coach

This workshop delivers powerful insights and techniques to make self-coaching a way of life. Learn “power questions” to clarify thinking, how to use emotion to improve professional and personal relationships, techniques for initiating and managing change, and how to develop a mindset that guarantees the progress you’re looking for. Coach yourself to your next breakthrough.

By the end of this workshop, you will:

- Learn how to actively coach yourself through change and challenge.
- Understand how to develop a more powerful, realistic approach to life and business success through life alignment vs. life balance.
- Learn how to make better choices about work, self-improvement, and overall well-being.
- Understand how to align your goals and objectives with who you really are.
- Learn how to use self-coaching techniques to manage through chaos and persevere through uncertainty.

Oct. 18 (F), 9AM-1PM

Fee: \$85 Room: 6-179

Instructor: Mark Petruzzi, has more than 20 years of experience as a consultant and trainer in professional development and personal coaching. He combines new perspectives on emotional intelligence with a fresh approach to life alignment, stress management and professional growth. Petruzzi is adept at working in a variety of business and nonprofit sectors, and with people at all levels of an organization.

**For more information or to register,
call 860.314.4700,
email tx-bcc@tunxis.edu,
or fax 860.255.3680.**

Ready, Aim, Write!

Hit a bull’s-eye with your target audience and get the results you need from your communication. This workshop will focus on how to write so that your messages are clear, concise and action oriented. You will learn how to write for shared understanding across your organization. Writing exercises are designed to help ensure smooth hand-offs from one committee or department to the next.

You will use actual memos and proposals, project reports, white papers – even email you are preparing to send to your colleagues – while participating in classroom and small group discussion. If possible, participants should bring an actual draft of a job-related document they are working on (memo, whitepaper, report, etc.; not a résumé).

Sept. 20 (F), 9AM-1PM

Fee: \$85 Room: 6-179

Instructor: Mike Jordan-Reilly, M.A., is owner and principal of Jordan-Reilly Associates (JRA), writing and editorial services. He has 30 years of corporate and journalism experience and works directly with clients at all levels to develop strategic business-to-business and consumer messages for all forms of print and electronic media.

Feeling Great At Work

Your attitude can make or break your career. Learn to identify and integrate new practices that will help you feel better and be more successful at work. This workshop will teach you how to take control over those things that are getting in the way of a constructive and positive work experience.

By the end of this workshop, you will:

- Understand the power of personal accountability.
- Identify and integrate “daily attitude practices” that will help you feel better and be more successful at work.
- Identify and overcome limiting beliefs about yourself and your work.
- Develop a proactive “emotional strategy” to reduce stress and increase your job satisfaction.

Nov. 15 (F), 9AM-1PM

Fee: \$85 Room: 6-179

Instructor: Mark Petruzzi

Public Speaking Deconstructed

This workshop is designed to help you overcome the fear of public speaking. You will learn how to organize your thoughts, understand audiences and better communicate your ideas in different situations while developing your own unique speaking style.

By the end of this workshop, you will:

- Know how to manage your fear of public speaking.
- Learn how to select and develop meaningful content for public speaking.
- Identify and analyze audiences so that your messages are understood.
- Develop your own personal public speaking style.

Sept. 27 (F), 9:30AM-1PM

Fee: \$85 Room: 6-175

Instructor: Tatiana Machado has more than 15 years of professional marketing/communication, advertising and public relations experience. She is an accomplished public speaker who is able to present information in an engaging way to diverse audiences.

Food for Thought

Would you like to figure out the eating plan that's best for you? This workshop will help you separate nutritional facts from fiction by examining the following:

- How does today's toxic trio of sugar, fat and salt affect our personal as well as public health?
- Can we use food as a prescription for health?
- Beyond Meatless Monday: what are the lifelong benefits of a plant based diet?
- Who, if anyone, needs supplements?
- What is the latest research saying about the relationship between food and exercise and health and longevity?

Oct. 19 (F), 10AM-12PM

Fee: \$45 Room: 6-170

Instructor: Rebecca Sullivan, Ed.M., is a professor of allied health at Tunxis Community College where she teaches nutrition.

Yes, You Can Lead!

Find out how to bring out the best in yourself and your team. In this workshop, we'll help you understand and practice what it takes to lead with ease and help your team achieve success. We'll take a fresh look at ways to strengthen interactions with staff, improve employee effectiveness and get outstanding results.

Topics covered:

- Building competency as a planner, organizer, facilitator, mentor and coach
- High impact leadership styles that drive performance
- Delegating and communicating for employee buy-in
- Coaching, feedback, discipline-leveraging each to influence performance and desired results

Oct. 11 (F), 9AM-1PM

Fee: \$85 Room: 6-179

Instructor: Donna Ciarfella brings more than 25 years of experience to her work as a human resources and organizational development consultant for the private, non-profit and government sectors. She is dedicated to helping managers develop their leadership skills and become more effective at their jobs and better able to meet organizational goals.

**For more information or to register,
call 860.314.4700,
email tx-bcc@tunxis.edu,
or fax 860.255.3680.**

PHOTOGRAPHY COURSES

Digital Photography Basic Level Core Program

Our newly developed core program draws upon over 20 years of digital photography experience of our professional photographers. At the heart of the 3-course program is the belief that the beginning photographer in this age of digital photography must possess a solid knowledge of:

1. **HOW TO USE** the digital camera;
2. **HOW TO APPLY** that knowledge while taking pictures;
3. **HOW TO CONTROL AND ENHANCE** the digital photo in post-production in a professional manner.

Students who complete the entire program can count on being able to apply what they have learned in pursuing their photography ambitions. They also will be eligible to take more advanced courses such as "Studio Lighting," "Portraiture," "Wedding Photography," "Studio Product Photography," "Food Photography," "Lightroom 4," "Photoshop Elements 11," and many more courses designed to provide them with advanced professional photography training.

NOTE: All advanced courses require the prerequisite of completing the (3) core program courses or the permission of the instructor based on portfolio review and interview.

Basic Level-1:

Understanding Your SLR Digital Camera

Learn how to operate your SLR 35mm digital camera, and the creative potential of this medium. Whether you are just beginning or have been "shooting" for awhile, you will benefit from this class. Learn how to take full advantage of your camera's capabilities. Topics include: camera handling, use of different lenses, filters, 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 digital camera with manual controls.

Sept. 12 – Oct. 3 (TH); 6-9PM – 4 sessions

(No class July 4) Fee: \$145

Location: 430 N. Main St., Bristol

Instructor: Eric Dreeke



Basic Level-2:

Applied Creative Photography

In Basic Level-1 you learned how to use your digital camera. Now it's time to practice what you've learned in this hands-on course. The first class begins with a review of the 35mm digital camera and discussion of the indoor and outdoor locations you will be photographing. Practical field training and demonstrations of depth-of-field, aperture and speed priority settings, ISO control, lens speeds, understanding telephoto vs. wide angle lens, image composition, understanding the "quality of light" and how it affects the mood of a picture, time exposures vs. motion capture, capturing textures, surface reflections, and more will all be emphasized and explored. An entire class session will be dedicated to reviewing student images and discussing the do's and don'ts of producing a specific photographic look or mood and finding your style. Images from professional photographers will be used as visual examples during an extensive Q and A wrap-up. Prerequisite: Basic Level-1 or permission of the instructor based on portfolio review and interview.

Oct. 19 – Nov. 9 (S); 10AM-1PM – 4 sessions

Fee: \$145

Location: 430 N. Main St., Bristol (for first class only)

Instructor: Eric Dreeke

**For more information or to register,
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.**

PHOTOGRAPHY COURSES

Basic Level-3: Digital Image Manipulation Using Photoshop Elements I I

A big misconception many digital photographers share is the belief that their high resolution digital images do not require further development once they are shot. All professional photographers know that even with basic sharpening, color and temperature corrections, and spotting (cloning), their photos have greater visual impact.

You will practice perspective control, cropping for impact, color correcting for mood, and become proficient in eliminating unwanted areas of their photograph. Working with a select group of your images depicting people, places, or things, you'll move quickly through a series of pre-planned, step-by-step exercises that build upon one another in a logical and practical fashion. (NOTE: Course is taught on PC format but you may bring your Mac laptop if you wish.) Prerequisite: Basic Level-I and Basic Level-2 or permission of the instructor based on portfolio review and interview.

Nov. 23 – Dec. 21 (S); 9AM -2PM (no class Nov. 30)
Fee: \$185

Location: 430 N. Main St., Bristol
Instructor: David Archambault

Digital Photography Boot Camp

In this intense two-and-a-half-day course, you'll learn how to use your digital camera, how to photograph indoors with available light, and how sunlight at various times of the day affects your photos when you shoot on location. Understanding quality of light at different times of the day and knowing how to control your camera's settings at these times is tied directly to how your images of people, places, and things will turn out.

With extensive menu options to set before you actually take a photo, even on "auto," it's important to be in total control of your camera and understand specific controls. On day one, you will be guided through a series of easy-to-understand steps and indoor location demonstrations, including setting menu options for specific situations, auto focusing vs. manual, ISO settings, JPEG vs. RAW, how to choose the best lens for the situation, and choosing the right settings for different light situations.

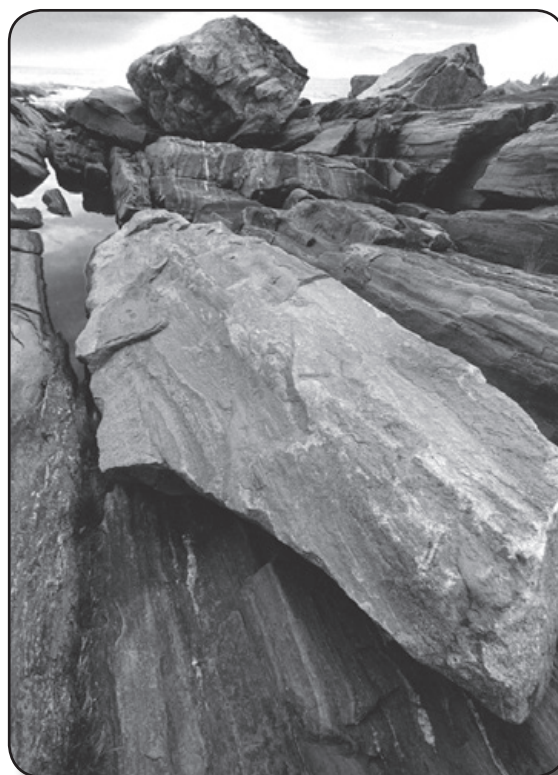
Dec. 9-11 (M&T, 9AM-4PM, W, 9AM – 12PM)
OR

Jan. 6-8 (M&T, 9AM-4PM, W, 9AM – 12PM)
Fee: \$169 Location: 430 N. Main St., Bristol
Instructor: Eric Dreeke

Introduction to the Art of Black & White Photography: Darkroom

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 film camera for creating black and white negatives and printing black and white prints in the classic way. You will learn how to properly develop black and white 35mm film, develop darkroom skills and printing techniques, such as dodging & burning, use of filters vs. paper grades to control image contrast and tonality, and proper tray developing techniques for bringing out the most in your image. A 35mm SLR camera with manual controls is required. We'll be using traditional black & white films and papers.

Sept. 13 – Nov. 15 (F); 6:30-9:30PM – 10 sessions
Fee: \$229 (Approximate materials expenses: \$100)
Room: 6-222
Instructor: Eric Dreeke



Photographer: Eric Dreeke

For more information or to register
call 860.314.4700, email tx-bcc@tunxis.edu, or fax 860.255.3680.

PHOTOGRAPHY COURSES

NEW! Basic Artificial Light-I

By popular demand, the first of several photo courses on lighting. You can't get this anywhere else!

Designed to introduce the beginning photographer to various artificial light sources and modifiers through a series of presentations and hands-on practice. Learn how to manipulate artificial light to produce professional-looking images that convey a visual mood.

Demonstration and practice of:

- Hot lights
- Umbrellas, bounce and translucent screens
- Color temperature
- Digital histogram
- Directional lighting
- "Hair" light
- Mixed source lighting
- Lighting on a "shoestring"
- Strobe lights
- Hard edge and soft edge "quality" of light
- White balance
- Light modifiers
- Mood lighting
- Lighting ratios
- Portrait, full figure, and group lighting
- Studio strobes – large and small

Prerequisites: Completion of Basic Level: 1 Understanding Your SLR Digital Camera and Basic Level: 2 Applied Creative Photography or the approval of the instructor. Students are required to bring their digital SLR camera to class. Lighting equipment is not required but may be brought to class for personal use by the student.

Oct. 21 – Nov. 11 (M); 6-9PM

Fee: \$145

Location: 430 N. Main St., Bristol

Instructor: Eric Dreeke



Stock Photography/Make Money and Have Fun

If you are an amateur photographer and are comfortable with the quality of your work, consider stock photography as a possible source of income. Stock photographers shoot a variety of images and, through stock agencies, sell them to magazines, large and small businesses, advertising agencies, textbook companies, etc. All the information necessary to set up your own stock photography business will be presented in this course.

Oct. 26 – Nov. 9 (S); 9:30AM – 12:30PM

CRN: 4833 Fee: \$129

Room: 6-175

Instructor: Peter Glass has owned and operated a successful commercial and stock photography business for the past 30 years with specialties in portrait, editorial, corporate and stock photography. Visit stockpeterglass.com to see his current work.

No Flash, No Problem

Ambient light is all around us in many different forms (sunlight, daylight, tungsten light, fluorescent light, candle light) and colors (blue, red, orange, green). By manipulating these various types of illumination, some stunning images can be produced. All it takes are some sheets of black, white, and colored cardboard, a roll of aluminum foil, an old shower curtain and a little imagination. Supplies will be made available by the instructor. Students are encouraged to bring their cameras tripods, and objects to be photographed to class, where plenty of shooting time will be available.

Oct. 26 – Nov. 9 (S); 1:30– 3:30PM

CRN: 4834 Fee: \$119

Room: 6-175

Instructor: Peter Glass

SPECIAL INTEREST COURSES

Certified Pediatric Babysitting Course: Medic First Aid

This two-day, eight-hour course includes specific first aid and prevention topics, one-rescuer adult and pediatric CPR, foreign-body airway obstruction and other babysitting related topics. Designed for those students from ages 11 – 17 who plan to babysit. Cost includes textbook, practical and written exams, Patho-Shield Plus key chain, and course completion cards.

Oct. 12 & 19 (S), 10AM-2PM

CRN 4829

Fee: \$95 • Room: 6-127

Instructor: Lou Brockett



Zumba® Fitness

Zumba Fitness is the only Latin-inspired dance fitness program that blends international music and contagious steps to form a fitness party that is downright addictive. Since its inception in 2001, the Zumba program has grown to become the world's largest and most successful dance fitness program with more than 14 million people of all shapes, sizes and ages taking weekly Zumba classes in over 140,000 locations across more than 150 countries. Students should bring water and wear workout clothes with sneakers.

Sept. 9 – Oct. 7 (M); 6-7PM

CRN: 4830 Fee: \$49

Room: Founders Hall

**Instructor: Cynthia Riccio, Licensed Zumba® instructor/
CPR certified**



SPECIAL INTEREST COURSES

The Hunger Game of Publishing: How to Get Published

Do you have a manuscript that you would love to publish? Don't miss this opportunity to learn how to self-publish and market your book. Topics include an overview of the history of publishing; the business and technology of publishing; book design aspects such as cover, spine, binding, and paper stock; production timelines; and marketing issues such as how to set up signing and reading tours, arrange for book reviews, and create a successful retail distribution.

Nov. 9 (S); 10AM-2PM

CRN: 4831 Fee: \$49

Room: 6-170

Instructor: David Ewen founded the Ewen Prime Company in 1994 as a publishing house and has become a consulting firm for book and music publishing and film production.

IMPORTANT PRIOR TO TAKING A BOATING CLASS,

each student must create an account online at

www.ct.gov/deep.

- Click "Purchase a Hunting/Fishing License" and then click the START button.
- Print the page that includes your Conservation ID number and bring it to class
- Once your score is entered in the DEEP system, you will use your account to purchase and print



Writing Teen Fiction

This course will prepare writers of all levels and genres with the necessary skills to complete a teen novel or short story. We will explore the do's and don'ts of teen fiction with an emphasis on dialogue, plot, point of view, character, setting, voice, and themes. Students will develop either a short story or work-in-progress novel throughout the class and leave with a thorough understanding of the teen novel and feel confident to create a work of their own.

Sept. 17 – Oct. 10 (T/TH); 6-8PM

CRN: 4832 • Fee: \$159

Room: 312

Instructor: Hunter Liguore, has been published in the Bellevue Literary Review, The Writer's Chronicle, Mason Road, The MacGuffin, Strange Horizons, Steampunk Tales, SLAB Literary, and more, and is the editor-in-chief of the print journal American Athenaeum and the online history project/journal I Bookshelf.

Combined Basic Safe Boating/ Personal Watercraft

This 10-hour course, taught by the Department of Energy & Environmental Protection, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate and Personal Watercraft. Course fee does not include the one-time lifetime license fee. Questions? Call the DEEP Boating Office at 860.434.8638.

Sept. 23, 25, 30, Oct. 2 (M/W); 6:30-9PM

CRN: 4835

Fee: \$20 nonrefundable

Room: 312

