

# **ASNUNTUCK COMMUNITY COLLEGE**

## **WORKFORCE DEVELOPMENT & CONTINUING EDUCATION**

**Fall 2012 Course Offerings**



**[www.asnuntuck.edu](http://www.asnuntuck.edu)**



# Welcome

The Office of Workforce Development and Continuing Education provides opportunities for lifelong learning and personal enrichment.

Our programs and services include credit and non-credit workshops, customized training for area businesses, activities for senior citizens and much more. So look around and please check back frequently as we will be updating our website on a regular basis with new courses, activities and opportunities.



**[asnuntuck.edu](http://asnuntuck.edu)**



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### Asnuntuck Community College

170 Elm St., Enfield, CT 06082  
860-253-3034 • 860-253-3034

#### STATEMENT OF CHANGE

The text of this booklet does not constitute a contract and the College reserves the right to change the information presented.

#### STATEMENT OF NONDISCRIMINATION

It is the policy of Asnuntuck Community College that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.

Brochures and informational announcements are published regularly by the Office of Workforce Development and Continuing Education.



**asnuntuck.edu**



# Certified Pharmacy Technician

## WIA Funding Approved Course (60 hours)

Today's healthcare environment is perfect for opportunities to enter a new career as an allied health professional. The need in Pharmacy for technical support staff is growing by the day. Pharmacy Technicians are projected by the Bureau of Labor Statistics to have over a 30% growth from 2008-2018 projections. Opportunities abound in Pharmacy for technicians to work, from the retail setting to various institutional operations such as a hospital.

The effective Pharmacy Technician supports the Pharmacist in all sectors of his or her practice. This is the case because the technician lends direct support to the pharmacy operation as a whole. Delegation of applicable duties to Technicians frees up the Pharmacist to deliver elements of Pharmaceutical care, which is one goal of their extensive education and ongoing credentialing. For example, in the retail setting, the demands for Pharmacist patient counseling continue to increase. As this Pharmacy delivery model expands, the Technician's responsibilities will continue to grow. The need for Patient counseling is driven by recent expansion of federal law, the number of clients' marked increase caused by the baby boomer demographic shift to old age, and finally the great shortage of Registered Pharmacists.

This is an intensive twenty-week (60-hour) program that provides the participant with the basic skills and training they will need to succeed as a Pharmacy Technician in the current health care delivery system. The course work will contain extensive lecture discussion and practical problem solving exercises designed to give the student the tools needed to work as an effective Certified Pharmacy Technician anywhere in the United States. This course will also offer students an optional opportunity to become nationally certified by the Pharmacy Technician Certification Board. Call 1-800-211-2754 to register via phone by credit or debit card, give your zip code to find a testing center close to you for the certification exam.

Topics to be covered in this curriculum include Pharmacy Technician roles in health care, operational skills needed to function in the work place, introduction to pharmacology, various disease states along with the drug regimens involved in each, medication distribution, control measures, quality improvement initiatives, aseptic technique for sterile product production, ethics, legal issues and pharmaceutical calculations. \*\* Essential Job Skills & Career Development Course REQUIRED for Certificate of Completion of program.

CRN: 3100 HMED M7064  
Dates: Thursdays, September 27-  
January 17, 2013  
(No class 11/22, 11/27)  
Time: 6:00 pm -10:00 pm  
Fee: \$1325  
Instructor: Veronica Weeks  
Room: 226

## Optional: Pharmacy Technician Externship (40 hours)

In this course you will work with a coordinator to start and complete your externship for the Pharmacy Technician course at local area facilities. Externships can be limited on availability. Once registered, individuals will be placed on a waiting list in order of date of registration. As externship opportunities are identified individuals must demonstrate core competencies to be placed in the field via an interview process and instructor approval. Students not ready for placement will go back to the top of the list and follow an individual learning plan for areas identified that need to be developed further with the instructor. The interview process will be followed again as the next externship opportunity arises until the individual is deemed ready for externship. Student participation on identification of externships is necessary as individuals must learn to market their skills for employment. Students must still meet the interview requirements and have externship site approval for sites identified.

CRN: 3350 HMED M7125  
Date: TBA  
Time: TBA  
Coordinator: Michele Howard-Swan

## EMT Emergency Technician Training

**WIA Funding Approved Course (148 hours)**

An Emergency Medical Technician (EMT) is a person who has been trained to render immediate care for the sick and injured. The job of an EMT is multifaceted, presenting numerous challenges in a variety of emergency environments. An EMT may work on an ambulance or in a hospital emergency department. An applicant for an EMT training course must be at least eighteen years old and have a high school diploma or the equivalent. High school subjects recommended for persons interested in becoming an EMT are driver education and health and science courses. Armed forces medic training is also considered good preparation for prospective EMTs. This course is excellent for people considering careers in fire, police, security and Physicians Assistant. Emergency Medical Technicians are projected by the Bureau of Labor Statistics to have almost a 10% growth from 2008-2018.

Some Saturdays are required for this program. All students must have Internet access to take this course. Immunizations are required for the clinical portion of this course at Johnson Memorial Hospital; the packet can be obtained in the Continuing Education office.

Students under 18 can take this course with parental permission, must be 16 by the course completion. Students over the age of 18 receive both CT and National Certification; under 18 receive the CT certification ONLY

CRN: 3099 HMED M5005  
Dates: Tuesdays & Thursdays,  
September 4 – January 24, 2013  
Time: 6:00 p.m. - 10:00 p.m.  
Fee: \$ 595.00  
Instructor: Lisa Shelanskas  
Room: Café II

# Public Safety Dispatcher Certificate

**WIA Funding Approved Course (112 hours)**

"911 What is Your Emergency"! Public Safety Dispatchers are key players in the Public Safety arena. Learn what it takes to become certified to work in this rewarding and growing career. "Save a Life, Stop a Crime, Prevent a Fire".

9-1-1 Centers are looking for trained candidates learning the skills to calmly and effectively coordinate the appropriate public safety response. Be the first person to assist someone in need. The public safety dispatch course gives the person interested in a career in public safety the opportunity to learn specialized police and firefighter skills to effectively handle 9-1-1 calls. Other common names for this job are Call Taker, Operator, Telecommunicator, and can be described as Public Safety or Police, Fire, Ambulance, Emergency, Emergency Services when advertised for a job.

Training will include handouts, various exercises, demonstrations, tours, guest speakers, games/puzzles, actual 9-1-1 and radio events, and role playing. Part of the course activities will include training and certification in Incident Command Systems Certificate (ICS-100) and National Incident Management System Certificate (NIMS-700).

By the end of this course successful students will be certified through APCO (Associate of Public-Safety Communications Officials) as Public Safety Telecommunicators and in Fire Service Communications. Upon completion of this course students will be issued a Public Safety Dispatcher Certificate by Asnuntuck Community College in addition to the above four certificates.

Note: Students will be required to have proof of a criminal history check report prior to the start of this course. A copy of the report can be obtained from the Connecticut State Police for \$50.00. Forms can be obtained at [http://www.ct.gov/dps/reports\\_records/dps-0846-c.pdf](http://www.ct.gov/dps/reports_records/dps-0846-c.pdf), or you can obtain a form when you register for the course. For Massachusetts Residents the criminal history check report application is available when you register and the cost is \$25.00. This course is a 15 week course. Class is a total of 112 hours.

**Upon completion students will have received the following (5) Certificates:**

1. APCO Certificate in Public Safety Telecommunications
2. APCO Certificate in Fire Safety Communications
3. ICS 100 Certificate (Incident Command Systems)
4. NIMS 700 Certificate (National Incident Management System)
5. Asnuntuck Community College Public Safety Dispatch Certificate

With the above certifications students are employable in entry level dispatch positions' pay ranging from \$14-\$18 per hour.

Note: Some employers may require additional training and/or certification in advanced emergency dispatch areas.  
Training Modules Include:

## Interpersonal Communications

### Telephone Communications

#### Techniques: Call Processing

#### Telephony – Traditional Technology

#### Telephony – TTY

#### Telematics

#### Computer Aided Dispatch

#### Radio Communications Techniques

#### Radio Technology

#### Call Classification

#### NIMS Incident Command System

#### Liability Issues

#### Fire Service Call Processing

#### Fire Service Dispatch Procedures

#### Terrorism Incidents

#### Emergency Medical Dispatch

**CRN: 3299 HMED M7123**

**Dates: Tuesdays & Thursdays,  
October 9 to January 22, 2013  
(no class 11/22, 12/25, 1/1)**

**Time: 6:00-10:00 p.m.**

**Fee: \$1,795 price includes two  
required textbooks**

**Instructor: Jeremie Meyer**



\*\*\*Students will be required to register for a 10 hour Externship at a public dispatch center during the course scheduled through the instructor in addition to class time. A form will have to be completed and signed by a supervisor at the center.

**Required: Externship (10) hours**

In this course you will work with a coordinator to start and complete your externship for the Public Safety Dispatcher course at local area facilities. Externships can be limited on availability. Once registered, individuals will be placed on a waiting list in order of date of registration. As externship opportunities are identified individuals must demonstrate core competencies to be placed in the field via an interview process and instructor approval. Students not ready for placement will go back to the top of the list and follow an individual learning plan for areas identified that need to be developed further with the instructor. The interview process will be followed again as the next externship opportunity arises until the individual is deemed ready for externship. Student participation on identification of externships is necessary as individuals must learn to market their skills for employment. Students must still meet the interview requirements and have externship site approval for sites identified.

**Instructor:** Jeremie Meyer is a certified Public Safety Dispatcher with over 12 years of diverse public safety communication experience with ever-increasing responsibilities. Upon successful completion of being certified by the Association of Public Safety Communication Officers International, Jeremie spent six of the twelve years as a public safety communications instructor, training students in the proper procedures for effective public safety communications. Additionally, he has over six months experience as a dispatch instructor through the Connecticut Department of Public Safety. Jeremie was chosen over hundreds of other professional Public Safety Communications Officials to dispatch for the Utah Olympic Public Safety Command during 2002 Winter Olympics in Salt Lake City, which contributed to Homeland Security and ultimate protection of athletes, host of international spectators, and the community of Salt Lake City. He also served the United States, worked as a dispatch supervisor for Area Support Group – Kuwait Fire and Emergency Services protecting our military by providing a safe and secure environment while they fight the war against terrorism.

CRN: 3303 HMED M7124

Date: TBA

Time: TBA

Instructor: Jeremie Meyer

Fee: \$99

# Ophthalmic Assistant Program

## WIA Funding Approved Course (84 hours)

This 4 month certificate program prepares students to enter the ophthalmic medical personnel field as ophthalmic assistant. Ophthalmic assistants perform duties as assigned by the ophthalmologist with whom they work for. The program has been specifically designed to Ophthalmic Assisting. All aspects of the ophthalmic assistant's role will be covered in a classroom setting as well and clinical/hands on sessions. In this course the student will learn to take patient medical histories, instruct patients about medications, tests, and procedures, perform various vision and diagnostic tests, assist Ophthalmologists with patient procedures, and coordinate patient scheduling. Ophthalmic assistants enjoy virtually unlimited job opportunities nationwide and internationally because of their specialized skills. Positions are usually located in private practices, hospitals, clinics, university research facilities, and in the U.S. military. Ophthalmic assistants also have many opportunities for career advancement. Most of today's ophthalmic assistants began as entry-level personnel and worked their way up to management positions through continuing education, training, and certification. Ophthalmic Assistants/Technicians are projected by the Bureau of Labor Statistics to have over a 14% growth from 2008-2018.

Upon satisfactory completion of the certificate, students must complete an additional satisfactory one-year full-time paid work experience under ophthalmologic supervision to be eligible for the Joint Commission on Allied Health Personnel in Ophthalmology certification. For more information on the certification options visit the website [www.jcahpo.org](http://www.jcahpo.org).

This course meets two nights per week for 16 weeks. One night, lecture will be held on the college campus and the other night will be off site hands-on at Eyesight and Surgery Associates, 299 Carew Street, Suite 201, Springfield, MA 01104. Students must provide own transportation. \*\* Essential Job Skills & Career Development Course REQUIRED for Certificate of Completion of program.

Instructors: Pam Brough RS, BS, received her R.N. from the Holyoke Hospital School of Nursing and received her Bachelor of Science degree from American International College, Summa Cum Laude. She is currently employed at the Balin Eye & Laser Center in Northampton, MA, as the Surgical Coordinator. Pam has been a guest lecturer at the BayState Medical Center School of Nursing and the New England Ophthalmological Society in Boston. She has also published an article "Nursing – Making A Difference". Committed to ophthalmology, Pam is a member of the Ophthalmic Society of Registered Nurses and is a scholarship award winner of the Paul Hafey Memorial for "Excellence in Ophthalmology".

Kellie Goulding C.O.A. received her certificate of Ophthalmic Assisting at Holyoke Community College; Kellie has worked at Eyesight and Surgery Associates in Springfield Mass alongside Dr. Freeman Botnick, M.D., and Dr. Andrew Jusko, M.D. After working the required hours alongside the doctors Kellie received her certification as an Ophthalmic Assistant through the Joint Commission of Certified Ophthalmic Personnel, and began assisting in several in-office procedures as well as becoming the office surgical coordinator. Kellie has been certified for six years as Ophthalmic Assistant through the Joint Commission of Certified Ophthalmic Personnel and is working towards becoming a Certified Ophthalmic Technician.

CRN: 3277 HMed M7120  
 Dates: Tuesdays & Thursdays,  
 October 2 - January 15, 2013  
 (no class 11/22, 12/25, 1/1)  
 Time: 6:00 pm - 9:00 pm  
 Instructors: Pamela Brough RN, BS  
 and Kellie Goulding C.O.A.  
 Fee: \$ 1975 (Fee does not include  
 textbooks)  
 Room: TBA



# Certified Sterilization Technician

**WIA Funding Approved Course (80 hours)**

## **Sterilization Technicians “The Unsung Heroes of Healthcare”**

In the ever changing face of Healthcare, the focus has shifted towards the importance of proper sterilization techniques. Sterilization Technicians are often the “unsung heroes” in patient care. The prevention of infections has become a priority of all who work in the Sterile Processing Field. As this awareness becomes more vital, the need for Certified Sterilization Technicians is on the rise. Anyone with the desire to become an important component in providing quality patient care by minimizing infection rates can become a highly needed Healthcare Professional. **Certified Sterilization Technician / Surgical Technician are projected by the Bureau of Labor Statistics to have over a 25% growth from 2008-2018.**

Students will learn the latest advancements in Sterilization, as well as Anatomy, Physiology, Microbiology, Instrumentation, Decontamination and Infection Control. By utilizing knowledge learned in the classroom, students will be able to gain the knowledge necessary in preparing for Certification. There will be “hands on” experience provided as the students visit and observe a Sterile Processing department in action. The different forms of sterilization (Steam, Ethylene Oxide, Gas Plasma, for instance) will be witnessed as the assist in the sterilization process. This course meets for 80 hours.

This course will prepare students to sit for the SPD Technician Certification Exam, C.S.P.D.T. For more information about this exam and the organization please visit them via the web at [www.sterileprocessing.org](http://www.sterileprocessing.org) or by phone 1.908.236.0530. Textbooks are required and MUST be ordered via the website or by phone through the CBSPD. \*\* Essential Job Skills & Career Development Course REQUIRED for Certificate of Completion of program.

CRN: 3273 HMED M7116  
Dates: Tuesdays & Thursdays,  
September 4-October 30, 2012  
(6 pm-9pm)  
Saturdays, 09/15, 09/29, 10/13, 10/27  
(8:30 am-3:30 pm)  
Fee: \$1125  
Room: 147  
Instructor: Tom Tantillo  
Room: TBA  
Instructor: Jeremie Meyer

For over 35 years, Tom Tantillo has been a Sterile Processing Technician, Supervisor, Manager and Educator. Since 1991, Tom has been certified in all aspects of Sterilization. He has presented various educational programs and was crucial in developing, and implementing, policies and procedures that affect and assure sterility. At the present time he is a member of ECHN's Off Site Sterilization Department where state of the art sterilization practices take place. He serves as an educator of the ECHN Sterile Processing Department where he works closely with the Operating Room and Infection Control. A published poet, lyricist, composer, musician and performer, Tom has made the importance of Sterile Processing more visible by educating through entertaining. He's seen many changes, and improvements, in Sterile Processing in his lifetime of being a Certified Sterile Processing Technician and Supervisor. These are the roles that have made Tom proud and satisfied to be a Healthcare Professional.

## Optional: Sterilization Technician Clinical Externship (20) hours

In this course you will work with a coordinator to start and complete your externship for the Certified Sterilization Technician course with ECHN. This clinical externship course is optional to students in the program. Externships can be limited on availability. Once registered, individuals will be placed on a waiting list in order of date of registration. As externships opportunities are identified individuals must demonstrate core competencies to be placed in the field via an interview process and instructor approval. Students not ready for placement will go back to the top of the list and follow an individual learning plan for areas identified that need to be developed further with the instructor. The interview process will be followed again as the next externship opportunity arises until the individual is deemed ready for externship. Student participation on identification of externships is necessary as individuals must learn to market their skills for employment. Students must still meet the interview requirements and have externship site approval for sites identified.

CRN: 3274 HMED M7117

Date: TBA

Time: TBA

Fee: \$250

Coordinator: Tom Tantillo



# Certified Phlebotomy/EKG Technician

## WIA Funding Approved Course (120 hours)

A Phlebotomy Technician (Phlebotomist) is an integral member of the medical laboratory team whose primary function is the collection of blood samples from patients by venipuncture or micro techniques. The Phlebotomy Technician facilitates the collection and transportation of laboratory specimens, and is often the patient's only contact with the medical laboratory. The need to assure quality and patient safety mandates strict professional behavior and standards of practice for Phlebotomists. The primary function of a Phlebotomy Technician is to obtain patient blood specimens by venipuncture or micro techniques.

Phlebotomy Technicians must like challenge and responsibility. They must be accurate, work well under pressure and communicate effectively. They must be able to deal with patients and be able to calm patients. Safety is key and all safety precautions must be taken to prevent the transmission of infectious diseases. **Phlebotomy & EKG Technicians are projected by the Bureau of Labor Statistics to have over a 16% growth from 2008-2018.**

This program's curriculum includes the correct and accurate obtaining of an EKG tracing and cardiac monitoring. It also consists of classroom and simulated laboratory settings. Students will practice their techniques in the clinical setting of the classroom. Students must demonstrate successful specimen collection with venipunctures, skin punctures, and EKG tracings. Students will be able to demonstrate knowledge of infection control and safety, demonstrate basic understanding of the anatomy and physiology of body systems, understand the importance of specimen collection in the overall patient care system, demonstrate proper techniques to perform venipuncture and capillary puncture, understand requisitioning, specimen transport, and specimen processing, understand the basic electrophysiology of the heart, perform the correct use of ECG/EKG equipment.

After successful completion the program, students have the necessary skills to draw blood from patients or donors in hospitals, blood banks, clinics, doctor offices, laboratories or similar facilities for medical purposes. Skills include assembling equipment (such as needles, blood collection devices, gauze, tourniquet, cotton, and alcohol), verify or record identity of patient or donor, conversing with patients to allay fear of procedure, applying tourniquet to arm, locating vein, swabbing area with disinfectant, and inserting needle into vein to draw blood into collection tube. After blood is drawn, students will label and store blood container(s) for processing, conduct interviews with patients and take vital signs and test blood samples to screen donors at blood banks, they will also be able to analyze information and make appropriate recommendations as needed.

As the need for cross-trained healthcare professional's increases, Asnuntuck Community College has created the Phlebotomy and EKG Technician program. Successful students may become certified by two national exams (Certified Phlebotomy Technician & Certified EKG Technician) through the (NHA) National Health Career Association. You can visit them via the Web at [www.nhanow.com](http://www.nhanow.com) or via phone at 800-499-9092. **You must be 18 years of age and have a high school diploma or GED to enroll in this course.** \*\* Essential Job Skills & Career Development Course REQUIRED for Certificate of Completion of program.

CRN: 3271 HMED M7065

Date: Tuesdays/Thursdays,  
September 20th-January 17, 2013  
(no class 12/27, 12/27, 1/1)

Time: 6:00 p.m.-10:00 p.m.

Fee: \$1700 (Books are required  
and available for purchase from the  
bookstore (860-253-3186))

\*\* Course fee does not include  
national exams.

Instructor: Michele Howard-Swan

Room: 226

# Optional: Phlebotomy Clinical Externship

## (40) hours

In this course you will work with a coordinator to start and complete your externship for the Phlebotomy/EKG Technician course with Manchester and Rockville Hospitals & Baystate Hospitals. This clinical externship course is optional to students in the program. Externships can be limited on availability. Once registered, individuals will be placed on a waiting list in order of date of registration. As externship opportunities are identified, individuals must demonstrate core competencies to be placed in the field via an interview process and instructor approval. Students not ready for placement will go back to the top of the list and follow an individual learning plan for areas identified that need to be developed further with the instructor. The interview process will be followed again as the next externship opportunity arises until the individual is deemed ready for externship. Student participation on identification of externships is vital so individuals may learn to market their skills for employment. Students must still meet the interview requirements and have externship site approval for sites identified.

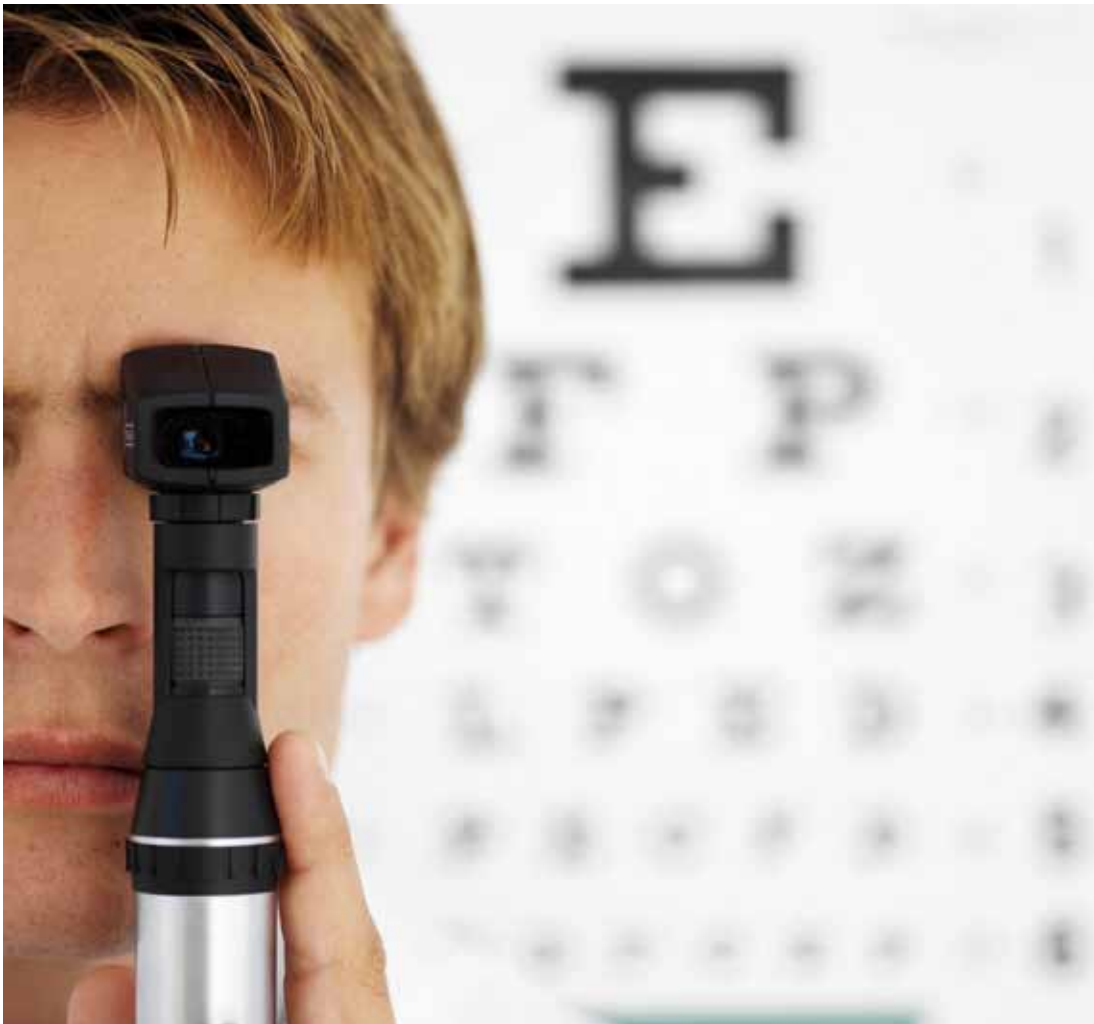
CRN: 3162 HMED M7066

Date: TBA

Time: TBA

Fee: \$250

Coordinator: Michele Howard-Swan





# (RMA) Registered Medical Assistant

## WIA Approved Course

The Registered Medical Assistant program is designed to prepare students for entry-level positions in private medical offices, hospitals, home health care agencies, nursing homes, clinics, and diagnostic centers.

Medical Assistants are key players in a health care team, performing clinical and administrative functions that keep health care delivery systems running smoothly. The duties of a Medical Assistant vary depending upon the location and size of the practice, and the physician's specialty. A Medical Assistant will perform clinical duties, which vary according to state law and include taking vital signs, drawing samples, explaining treatment procedures and preparing patients for examination. Medical Assistants will also perform many clerical duties, including updating records, arranging for hospital admission and laboratory services, and handling correspondence, billing, and bookkeeping.

Medical assisting is among the fastest growing careers in the U.S. In fact, the Department of Labor reports that the need for medical assistants is expected to grow 34 percent between 2008 and 2018, which is much greater than average job growth.

The Registered Medical Assistant Certificate is a noncredit program. The length of the program is approximately two years (part-time) including the clinical externship with classes in the evening and Saturdays. There is also a day schedule available, meeting Monday-Friday, 9am-3pm. This takes 10 months to complete. You must take all recommended courses to receive a certificate. Asnuntuck Community College also offers a children's reading room which provides daycare free of charge to daytime students. Children must be at least 3 years of age to attend.

You must have a high school diploma or GED to register for this course. You also must be 18 years of age. Students will be required to purchase required texts and materials, Stethoscope, Blood Pressure Cuff, and Scrubs.

Upon successful completion of class work, students will be eligible to become nationally certified as Registered Medical Assistants by American Medical Technologists which then qualifies the student to work in various doctors' offices and hospitals throughout the country. An RMA certification is one of the highest a medical assistant can hold.

Although formal certification is not necessary to enter the field, the U.S. Department of Labor recommends both formal coursework and certification, as employers prefer to hire certified workers. Certification will make you more competitive for top positions and will offer greater security in the labor market.

Visit the American Medical Technologists website at [www.americanmedtech.org](http://www.americanmedtech.org), or by phone at 800.275.1268 to register and/or get your application for your certification exam. \*\* Essential Job Skills & Career Development Course REQUIRED for Certificate of Completion of program.

## Medical Assisting Lab One

In this course an emphasis will be placed on developing basic clinical skills such as measuring blood pressure, pulse, respiration, and temperature. Ear and eye clinical procedures such as irrigation and instillation will be presented. Students will be able to measure visual acuity with a Snellen eye chart. Students will learn how to chart chief complaints, obtain medical histories, document in the medical record, and ways of preparing patients for routine and specialty exams along with the proper manner of assisting during these exams. Basic concepts of radiology are reviewed.

CRN: 3397 HMED M7067  
Date: Wednesdays & Fridays,  
September 7- December 5, 2012  
(no class 11/21, 11/23)  
Time: 9:30 a.m.-12:00 p.m.  
Fee: \$ 400.00  
Instructor: Michele Howard-Swan  
Room: 226

# Medical Assisting Office Procedures

This course presents the student with a basic overview of administrative duties in a medical office. Students will become familiar with patient scheduling and office time management. Medical records management and confidentiality will be covered. Students will be introduced to basic billing and financial management. Insurance concepts and procedures are also covered. This course meets for 10 weeks.

CRN: 3208 HMED M7070  
Date: Wednesdays & Fridays,  
September 7- November 14, 2012  
Time: 12:30 p.m. – 2:30 p.m.  
Fee: \$375.00  
Instructor: Michele Howard-Swan  
Room: 226

# Electronic Health Records/Word Processing or Health Care Professionals

The Electronic Health Record (EHR) is a longitudinal electronic record of patient health information generated by one or more encounters in any care delivery setting. Included in this information are patient demographics, progress notes, problems, medications, vital signs, past medical history, immunizations, laboratory data and radiology reports. The EHR automates and streamlines the clinician's workflow. The EHR has the ability to generate a complete record of a clinical patient encounter - as well as supporting other care-related activities directly or indirectly via interface - including evidence-based decision support, quality management, and outcomes reporting. The course will begin with basic keyboarding skills and word processing skills using Microsoft Word and then will transition into the Electronic Health Record. The course will include an overview of medical record software MedTrak, administrative uses of the medical record, clinical uses of the medical record, and the importance of privacy, confidentiality, and security.

CRN: 3297 HMED M7111  
Date: Monday, September 17-  
January 28, 2013 (no class 10/8,  
12/24, 12/31, 1/21)  
Time: 9:00-11:30 a.m.  
Fee: \$ 375.00  
Instructor: Monique Milhomens

# Medical Terminology

Designed for medical administrative office assistants, medical assistants, transcriptionist and Medical Billing Specialist. Basic medical word roots, combining forms, suffixes, prefixes, and abbreviations are stressed. Emphasis is on spelling, definition, usage, and pronunciation. This class meets for 40 hours.

CRN: 3293 HMED M7112  
Date: Monday, September 17-  
January 28, 2013 (no class 10/8,  
12/24, 12/31, 1/21)  
Time: 12-2:30 p.m.  
Fee: \$ 375.00  
Instructor: Monique Milhomens  
Room: 227

## Medical Assisting Lab Three

This course focuses on advanced laboratory and clinical procedures. Medical and sterilization procedures are presented. Students will learn to set up sterile fields for surgery and learn the different types of sutures commonly used in the physician's office. The purpose of laboratory testing, types of tests, laboratory request forms, specimen collection, and storage procedures are discussed. Hands-on practice will include various blood collection methods. Students will become familiar with general hematology tests performed in a medical office as well as the purpose of different hematology and chemistry testing. Basic microbiology including various culture collection methods is discussed, and the safe handling of microbiological specimens is stressed.

CRN: 3209 HMED M7069  
Date: Tuesdays & Thursdays,  
September 27-January 10, 2013  
(no class 10/09, 11/22, 12/5,  
12/27, 1/1)  
Time: 9:30 a.m.-12:00 p.m.  
Fee: \$ 400.00  
Instructor: Michele Howard-Swan

## Clinical Externship (180 hours)

In this course you will work with a coordinator (Michele Howard-Swan) to start and complete your externship for the Medical Assistant course at local area facilities. Externships can be limited on availability. Once registered, individuals will be placed on a waiting list in order of date of registration. As externship opportunities are identified individuals must demonstrate core competencies to be placed in the field via an interview process and instructor approval. Students not ready for placement will go back to the top of the list and follow an individual learning plan for areas identified that need to be developed further with the instructor. The interview process will be followed again as the next externship opportunity arises until the individual is deemed ready for externship. Student participation on identification of externships is necessary as individuals must learn to market their skills for employment. Students must still meet the interview requirements and have externship site approval for sites identified. \*Essential Job Skills & Career Development course prerequisite for this course.

CRN: 3207 HMED M7071  
Date: TBA  
Time: TBA  
Fee: \$375.00  
Instructor: Michele Howard-Swan

# Registered Medical Assistant Saturday Classes

**WIA Approved Course**

## Medical Transcription & Document Production

Teaches the fundamentals of machine transcription and the development of medical reports, patient records, histories/physicals, and correspondence. In addition to gaining proficiency with transcribing equipment, students will learn the necessary terminology respective to the medical field. Grammar, spelling, punctuation, and proofreading are stressed. \*\*Prerequisite: Electronic Health Records & Medical Terminology.

CRN: 2002 HMED M7082  
Date: Saturdays, August 11-  
October 27, 2012  
(no class 9/1, 10/06)  
Time: 12:30 p.m. – 3:00 pm  
Fee: \$375  
Instructor: Michele Howard-Swan  
Room: TBA

## Medical Assisting Lab Two

In this course, students will learn the physical and chemical aspects of urinalysis. Basic electrocardiography is taught while the students learn how to perform EKGs. Basic concepts of pharmacology will review major drug categories and their clinical use. The proper technique for administration of intradermal, subcutaneous, and intramuscular injections will be discussed.

CRN: 3231 HMED 7068  
Date: Saturdays, September  
15-December 15, 2012  
(no class 10/6, 11/27)  
Time: 9:00 a.m.-12:00 p.m.  
Fee: \$ 400  
Instructor: Michele Howard-Swan  
Room: 226



# FALL 2012

Tuesday

Wednesday

Thursday

Friday

<b>Lab Three</b> 9:30 – 12  09/27/12 – 01/10/2012  No class 10/9, 11/22, 12/25, 12/27, 1/1	<b>Lab One</b> 9:30 – 12  09/07/12 – 12/05/12  No class 11/21, 11/23	<b>Lab Three</b> 9:30 – 12  09/27/12 – 12/20/12  No class 10/9, 11/22, 12/25, 12/27, 1/1	<b>Lab Three</b> 9:30 – 12  09/27/12 – 12/20/12  No class 10/9, 11/22, 12/25, 12/27, 1/1
	<b>Medical Office Procedures</b>  12:30 – 2:30  09/07/12 – 11/14/12		<b>Medical Office Procedures</b>  12:30 – 2:30  09/07/12 – 11/14/12

# SPRING 2013

Tuesday

Wednesday

Thursday

Friday

<b>Anatomy and Physiology</b> DATES TBA  Medical Transcription DATES TBA	<b>Medical Billing and Coding</b> DATES TBA	<b>Anatomy and Physiology</b> DATES TBA  Medical Transcription DATES TBA	<b>Medical Billing and Coding</b> DATES TBA
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# Dental Assistant Program

## WIA Approved Course

Dental assistants perform a variety of patient care, office, and laboratory duties. They sterilize and disinfect instruments and equipment, prepare and lay out the instruments and materials required to treat each patient, and obtain and update patients' dental records. Assistants make patients comfortable in the dental chair and prepare them for treatment. During dental procedures, assistants work alongside the dentist to provide assistance. They hand instruments and materials to dentists and keep patients' mouths dry and clear by using suction hoses or other devices. They also instruct patients on postoperative and general oral healthcare.

Dental assistants may prepare materials for impressions and restorations, and process dental x rays as directed by a dentist. They also may remove sutures, apply topical anesthetics to gums or cavity-preventive agents to teeth, remove excess cement used in the filling process, and place dental dams to isolate teeth for treatment. Many States are expanding dental assistants' duties to include tasks such as coronal polishing and restorative dentistry functions for those assistants who meet specific training and experience requirements. Dental assistants with laboratory duties make casts of the teeth and mouth from impressions, clean and polish removable appliances, and make temporary crowns. Those with office duties schedule and confirm appointments, receive patients, keep treatment records, send bills, receive payments, and order dental supplies and materials. Dental assistants must work closely with, and under the supervision of, dentists. Dental Assistants are an important part of the oral healthcare team with dental hygienists and dentists. They are usually employed by private and group practices, public health clinics, mobile dental clinics, military service, dental schools and even insurance companies.

The program of study includes: Dental Assisting Techniques, Oral Anatomy, Dental Radiology, Dental Sciences, Dental Materials, Dental Assisting Techniques, Dental Sciences, Dental Records, and an optional opportunity to participate in a Dental Clinical Externship. The method of learning in this program will be both lectures, real life case studies, hands-on clinical practice, guest speakers and dental industry representatives from today's dental field delivering the most current and up to date learning's within the dental field. ACC has a full chairside dental classroom laboratory, where students will be learning all relevant chairside techniques. This course meets two nights per week for seven months (part-time). \*\* Essential Job Skills & Career Development Course REQUIRED for Certificate of Completion of program.

Dental Assistants are not licensed, certified or registered by the Department of Public Health. Dentists may allow dental assistants to take x-rays if they have demonstrated successful completion of the RHS portion of the Dental Assistant National Board (DANB). Although it is not required for the Radiation Health and Safety (RHS) components of the DANB, This course will prepare students to sit for the Radiation Health & Safety (RHS) and the Infection Control (ICE) portion of the Dental Assistant National Board (DANB) exams. You may obtain a registration packet at [www.DANB.org](http://www.DANB.org) or by phone at 800-367-3262. After obtaining the Infection Control and Radiology component, you then are eligible to work in the field and accumulate the required hours needed to take the third and final portion of the CDA certification.

Bureau of Labor Statistics reports that Dental Assisting is expected to grow 36 percent from 2008 to 2018, which is much faster than the average for all occupations. In fact, dental assistants are expected to be among the fastest growing occupations over the 2008–18 projection period.

Dr. Gregory Colpitts, a solo practitioner, retired from his private practice in Franklin, NH where he was a general dentist for over 21 years. Dr. Colpitts earned his DMD from the University of Connecticut, School of Dental Medicine in Farmington, CT in 1986. In 1997 he earned his fellowship from The Academy of General Dentistry. As a general dentist his practice encompassed most aspects of dentistry including restorative, endodontics, periodontics, fixed and removable prosthodontics, esthetics and urgent care. Prior to becoming a dentist Dr. Colpitts taught lab courses in biology as a teaching assistant at Northeastern University in Boston while attending graduate school for microbiology. Dr. Colpitts has his BA from St. Anselm College, in Manchester, NH and is a NH native, originally from Bedford, NH.

**\*\* Student Orientation dates: August (13 & 15), September (12 & 17), October (TBA), November (TBA)**



CRN: 3318 HMED M7118  
 Start Dates: August 20th  
 (Dental Science), September 19th  
 (Dental Science 2 & Office  
 Procedures), October 15th  
 (Dental Materials),  
 November 5th  
 (Dental Assistant 2), 2012  
 Date: Mondays & Wednesdays  
 6:00-10:00 p.m.  
 Fee: \$ 2,975 Course fee does not  
 include textbook, student kits,  
 or uniforms.  
 Instructor: Dr. Gregory Colpitts  
 Assistant: Laura DaSilva,  
 RDH, CDA  
 Room: 147

## Dental Assistant Clinical Externship

(160) hours (Optional) In this course you will work with a coordinator to start and complete your externship for the Dental Assistant course with local Dental Offices. This clinical externship course is optional to students in the program. Externships can be limited on availability. Once registered, individuals will be placed on a waiting list in order of date of registration. As externships opportunities are identified individuals must demonstrate core competencies to be placed in the field via an interview process and instructor approval. Students not ready for placement will go back to the top of the list and follow an individual learning plan for areas identified that need to be developed further with the instructor. The interview process will be followed again as the next externship opportunity arises until the individual is deemed ready for externship. Student participation on identification of externships is necessary as individuals must learn to market their skills for employment. Students must still meet the interview requirements and have externship site approval for sites identified.

CRN: 3319 HMED M7119  
 Date: TBA  
 Fee: \$375.00  
 Coordinator: Michele Howard-Swan

# Certified Professional Coder Certificate Program

**WIA Approved Course (7 month full-time program) 602 hours**

Medical coders assign a code to each diagnosis and procedure by using classification systems software. The classification system determines the amount for which healthcare providers will be reimbursed if the patient is covered by Medicare, Medicaid, or other insurance programs using the system. Coders may use several coding systems, such as those required for ambulatory settings, physician offices, or long-term care. Employment of medical records and health information technicians is expected to increase by 20 percent, much faster than the average for all occupations through 2018. Employment growth will result from the increase in the number of medical tests, treatments, and procedures that will be performed.

Upon completion of The Certified Professional Coder Certificate Program, you will have acquired the necessary skills for a career as a successful medical coder. Employment opportunities for certified medical coders include private physician offices, outpatient hospital facilities, and insurance companies as medical claims reviewers, and many more career opportunities. The Certified Professional Coder Certificate Program is a noncredit program. The length of the program is about seven months meeting Monday-Friday 9 a.m.- 2 p.m. You must take all recommended courses to receive a certificate. Asnuntuck Community College also offers a children's reading room which provides daycare free of charge to daytime students. Children must be at least 3 years of age to attend. You must have a high school diploma or GED to register for this course. You also must be 18 years of age. Students will be required to purchase required textbooks and supplies. Upon successful completion of classwork, students will be eligible to become nationally certified as a CPC-A (Certified Professional Coder Apprentice) by the American Academy of Professional Coders. You will earn this credential (CPC-A) after successfully passing the national certification examination. This certification is sponsored by the American Academy of Professional Coders (the AAPC), a nationally renowned organization offering professional accreditation, education, recognition, and networking opportunities to medical coders utilizing CPT, ICD-9 and HCPCS. Visit them at [www.aapc.com](http://www.aapc.com) or call 800.626.2633 to obtain an application packet or information. \*\* Essential Job Skills & Career Development Course REQUIRED for Certificate of Completion of program.

## Current Procedural Terminology I

This course is designed to identify the purpose of the CPT manual. It will allow students to convert descriptions of medical, surgical, and diagnostic services into numerical codes. This class meets for 40 hours.

CRN: 3295 HMed M7097  
Date: Wednesday & Friday,  
September 14-November 7, 2012  
Time: 9:00 a.m.-11:30 a.m.  
Fee: \$375,  
Instructor: Monique Milhomens  
Room: 227



# Electronic Health Records/Word Processing or Health Care Professionals

The Electronic Health Record (EHR) is a longitudinal electronic record of patient health information generated by one or more encounters in any care delivery setting. Included in this information are patient demographics, progress notes, problems, medications, vital signs, past medical history, immunizations, laboratory data and radiology reports. The EHR automates and streamlines the clinician's workflow. The EHR has the ability to generate a complete record of a clinical patient encounter - as well as supporting other care-related activities directly or indirectly via interface - including evidence-based decision support, quality management, and outcomes reporting. The course will begin with basic keyboarding skills and word processing skills using Microsoft Word and then will transition into the Electronic Health Record. The course will include an overview of medical record software MedTrak, administrative uses of the medical record, clinical uses of the medical record, and the importance of privacy, confidentiality, and security.

CRN: 3297 HMED M7111  
Date: Monday, September 17-  
January 28, 2013  
(no class 10/8, 12/24, 12/31, 1/21)  
Time: 9:00-11:30 a.m.  
Fee: \$ 375  
Instructor: Monique Milhomens  
Room: TBA

## Medical Terminology

Designed for medical administrative office assistants, medical assistants, transcriptionist and Medical Billing Specialist. Basic medical word roots, combining forms, suffixes, prefixes, and abbreviations are stressed. Emphasis is on spelling, definition, usage, and pronunciation. This class meets for 40 hours.

CRN: 3293 HMED M7112  
Date: Monday, September 17-  
January 28, 2013  
(no class 10/8, 12/24, 12/31, 1/21)  
Time: 12-2:30 p.m.  
Fee: \$ 375.00  
Instructor: Monique Milhomens  
Room: 227

## International Classification of Diseases

This course will introduce students to the ICD-9-CM, which is designed to convert patient illnesses, injuries and causes of death into numerical form to be reported to third party payers. Volumes I and II will be covered. All body systems, -E-Codes, and V-codes will be introduced. This class meets for 50 hours.

CRN: 3294 HMED M7101  
Date: Tuesdays & Thursdays,  
October 2-December 11, 2012  
(no class 11/22)  
Time: 9:00 am-11:30 am  
Fee: \$400  
Instructor: Monique Milhomens  
Room: 227

## Anatomy & Physiology

A comprehensive study of the structure and function of the human body and the integration of body systems. Includes study of macroscopic and microscopic anatomy and the principles involved in the physiology of the following body systems: integumentary, lymph, muscular, articular, and nervous. This class meets 40 hours.

CRN: 3298 HMED M7072  
Date: Tuesday & Thursday,  
October 9-December 18, 2012  
(no class 11/22)  
Time: 12:00-2:00 p.m.  
Fee: \$375  
Instructor: Monique Milhomens  
Room: 227

## Computerized Medical Billing

This course will familiarize students with computerized medical account management and to develop the necessary skills to work with confidence in a medical office. Students will receive hands-on experience inputting patient information, scheduling appointments, day-to-day billing, reports and insurance claims. This class meets for 40 hours.

CRN: 3168 HMED M5061  
Date: Wednesday & Friday,  
October 17-December 12, 2012  
(no class 11/23)  
Time: 12-2:30 p.m.  
Fee: \$375  
Instructor: Monique Milhomens  
Room: 227

## Current Procedural Terminology II

This course will allow students to build upon their CPT coding skills. Students will become proficient in coding from the Surgery Section of the CPT manual. This course meets for 40 hours.

CRN: 3296 HMED M7098  
Date: Wednesdays & Fridays,  
November 14-January 16, 2013  
(no class 11/23, 12/26, 12/28)  
Time: 9:00-11:30 a.m.  
Fee: \$375  
Instructor: Monique Milhomens  
Room: 227

## Medical Law and Ethics

Students will develop an understanding of dealing with patients within a professional code of ethics. The legal and ethical responsibilities of health care practitioners are presented. Emphasis is on confidentiality, medical malpractice, physician's rights and responsibilities. Fraud and penalties for fraud are discussed as well as HIPPA and OIG. This class meets for 40 hours.

CRN: 3104 HMED M7083  
Date: Tuesdays & Thursdays,  
September 11-March 5, 2013  
(no class 12/25, 12/27, 01/01)  
Time: 9:00-11:00 a.m.  
Fee: \$375  
Instructor: Monique Milhomens  
Room: 227

# Understanding Health Insurance

Major health insurance programs and government sponsored programs will be discussed with an emphasis on Medicare. Students will become familiar with insurance terminology. Students will continue diagnostic and procedure coding through learning exercises including completing CMS-1500 claim forms and extracting information from case studies. Review and appeals policies will also be addressed. This class meets for 50 hours.

CRN: 3107 HMED M7099  
Date: Wednesday & Friday,  
December 19-March 1, 2013  
(no class 12/26, 12/28)  
Time: 12-2:30 p.m.  
Fee: \$400  
Instructor: Monique Milhomens  
Room: 227

## Current Procedural Terminology III

Students will continue to build upon their CPT coding skills. Upon completion students will be proficient in coding from all sections of the CPT manual. This course meets for 40 hours.

CRN: TBA HMED M7113  
Date: Tuesday & Thursday,  
January 3-February 26, 2013  
Time: 11:30 a.m-2:00 p.m.  
Fee: \$375  
Instructor: Monique Milhomens  
Room: 227

## Coding Applications

This course will reinforce Current Procedure Terminology coding and ICD-9-CM coding. Students will use knowledge they acquired in CPT I, CPT II, and ICD-9-CM to code Operative reports, Emergency Department reports, Discharge Summaries, Clinic and Office Chart notes, Radiology Reports, CT Scan reports. This class is the final step to fully prepare students for the A world of coding. Students will be given a mock CPC certification exam as well as in depth CPC review to fully prepare them for certification. This class meets for 40 hours \*Pre-requisites CPT I, CPT II, ICD-9-CM and co-requisite CPT III

CRN: TBA HMED M7104  
Date: Wednesday & Fridays,  
January 23-March 15, 2013  
Time: 9:00-11:30 a.m.  
Fee: \$375  
Instructor: Monique Milhomens  
Room: 227

# Optional: Medical Billing and Coding Externship (50) hours

In this course you will work with a coordinator to start and complete your externship for the Certified Professional Coder. This clinical externship course is optional to students in the program. Externships can be limited on availability. Once registered, individuals will be placed on a waiting list in order of date of registration. As externships opportunities are identified, individuals must demonstrate core competencies to be placed in the field via an interview process and instructor approval. Students not ready for placement will go back to the top of the list and follow an individual learning plan for areas identified that need to be developed further with the instructor. The interview process will be followed again as the next externship opportunity arises until the individual is deemed ready for externship. Student participation on identification of externships is vital so individuals may learn to market their skills for employment. Students must still meet the interview requirements and have externship site approval for sites identified.

CRN: HMED

Date: TBA

Fee: \$250

Coordinator: Michele Howard-Swan



# Certified Professional Coder Certificate Program

**WIA Approved Course (602 hours)**

**Part Time Schedule (approximately 2 years to complete program)**

Medical coders assign a code to each diagnosis and procedure by using classification systems software. The classification system determines the amount for which healthcare providers will be reimbursed if the patient is covered by Medicare, Medicaid, or other insurance programs using the system. Coders may use several coding systems, such as those required for ambulatory settings, physician offices, or long-term care. Employment of medical records and health information technicians is expected to increase by 20 percent, much faster than the average for all occupations through 2018. Employment growth will result from the increase in the number of medical tests, treatments, and procedures that will be performed.

Upon completion of The Certified Professional Coder Certificate Program, you will have acquired the necessary skills for a career as a successful medical coder. Employment opportunities for certified medical coders include private physician offices, outpatient hospital facilities, and insurance companies as medical claims reviewers, and many more career opportunities.

The Certified Professional Coder Certificate Program is a noncredit program. The length of the program is about seven months full time, meeting Monday-Friday 9 a.m.-2 p.m. or two years part-time two evenings a week from 6-9 p.m. You must take all recommended courses to receive a certificate. Asnuntuck Community College also offers a children's reading room which provides daycare free of charge to daytime students. Children must be at least 3 years of age to attend.

You must have a high school diploma or GED to register for this course. You also must be 18 years of age. Students will be required to purchase required textbooks and supplies. \*\* Essential Job Skills & Career Development Course REQUIRED for Certificate of Completion of program.

Upon successful completion of class work, students will be eligible to become nationally certified as a CPC-A (Certified Professional Coder Apprentice) by the American Academy of Professional Coders. You will earn this credential (CPC-A) after successfully passing the national certification examination. This certification is sponsored by the American Academy of Professional Coders (the AAPC), a nationally renowned organization offering professional accreditation, education, recognition, and networking opportunities to medical coders utilizing CPT, ICD-9 and HCPCS. Visit them at [www.aapc.com](http://www.aapc.com) or call 800.626.2633 to obtain an application packet or information.

## Medical Law and Ethics

Students will develop an understanding of dealing with patients within a professional code of ethics. The legal and ethical responsibilities of health care practitioners are presented. Emphasis is on confidentiality, medical malpractice, physician's rights and responsibilities. Fraud and penalties for fraud are discussed as well as HIPAA and OIG. This class meets for 40 hours.

CRN: 3410 HMED M7083  
Date: Tuesdays, September 11-  
December 11, 2012  
Time: 6:00 p.m.-9:00 p.m.  
Fee: \$375  
Instructor: Faustine Rios  
Room: TBA

## Current Procedural Terminology I

This course is designed to identify the purpose of the CPT manual. It will allow students to convert descriptions of medical, surgical, and diagnostic services into numerical codes. This class meets for 40 hours.

CRN: 3411 HMED M7097  
Date: Thursdays, September 13-  
December 20, 2012  
(no class 11/22)  
Time: 6:00 p.m.-9:00 p.m.  
Fee: \$375  
Instructor: Faustine Rios  
Room: TBA



# Veterinary Assistant Program

**WIA Funding Approved Course (84 hours)**

The Veterinary Assistant program prepares students to assist the veterinarian in all aspects of animal care. Veterinary Assistants provide surgical and nursing care to animals in clinics, as well as field settings. They also provide basic care, perform laboratory procedures, and assist in the veterinary clinic with other functions. Veterinary Assistants work in a variety of settings including animal hospitals and clinics, animal shelters, laboratories, zoos, and animal parks. Some of the skills you will learn in this course include: Laws and their Implications, Front Office Procedures, Animal Restraint, Examination Room Procedures, Pharmacy Skills, Laboratory Skills, Radiology and Diagnostic Imaging, Medical Nursing, Surgical Tasks, Grooming, and Facility Maintenance. Program content requires the application of basic math and technical reading skills. Students in the Veterinary Assistant program will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as assisting the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable will be emphasized, and the student will learn basic information about pet insurance. The veterinary assisting course is a vital asset to the student who wishes to work in this exciting and rewarding career field. Veterinarian Assistants/Technicians are projected by the Bureau of Labor Statistics to have over a 35% growth from 2008-2018.

A Veterinary Assistant will be able to work in a veterinary clinic/hospital or related animal health care environment upon completion of the program. \*\* Essential Job Skills & Career Development Course REQUIRED for Certificate of Completion of program.

CRN: 3163 HMED M7077  
 Date: Thursdays, September 13-  
 February 21, 2013  
 (no class 10/11, 11/22, 12/27)  
 Time: 6:00 pm-10:00 pm  
 Fee: \$ 1600.00 Course fee does not  
 include textbooks.  
 Instructor: Nick Raimondi  
 Room: 227

## Optional: Veterinary Assistant Clinical Externship (30) hours

In this course you will work with a coordinator to start and complete your externship for the Veterinary Assistant course with local Veterinary Offices and Hospitals. This clinical externship course is optional to students in the program. Externships can be limited on availability. Once registered, individuals will be placed on a waiting list in order of date of registration. As externships opportunities are identified individuals must demonstrate core competencies to be placed in the field via an interview process and instructor approval. Students not ready for placement will go back to the top of the list and follow an individual learning plan for areas identified that need to be developed further with the instructor. The interview process will be followed again as the next externship opportunity arises until the individual is deemed ready for externship. Student participation on identification of externships is necessary as individuals must learn to market their skills for employment. Students must still meet the interview requirements and have externship site approval for sites identified.

CRN: 3165 HMED M7110  
 Date: TBA  
 Fee: \$250.00  
 Coordinator: Michele Howard-Swan

# Dates of All Essential Job Skills & Career Development Courses Available

## **Required: Essential Job Skills & Career Development Course**

This course is designed to aid students to successfully transition into their chosen careers. Emphasis will be placed on the development of creating a resume as well as essential interview skills to give students the tools to procure employment. Students will engage in mock interviews to develop these skills. Guest speakers will cover topics such as “what makes a successful employee” and “how to ensure a good interview.” Additional material to be covered will be team building, conflict resolution in the work place and providing quality customer service. Students will learn the essential core values needed to become an asset to their employers, ensuring a successful career. This class meets for 14 hours at instructor’s discretion. An additional date for interviews may be added to class dates. See Instructor for details.



CRN: 3465 HMED M7114  
Date: Saturdays, September 18-  
September 29, 2012  
(September 11- class meets  
from 9 am-11 am)  
Time: 9:00 p.m.-1:00 p.m.  
Fee: \$149  
Instructor: Monique Milhomens  
Room: 227

CRN: 3219 HMED M7114  
Date: Tuesdays & Thursdays,  
September 11 –October 2, 2012  
Time: 6:00 p.m.-8:00 p.m.  
Fee: \$149  
Instructor: Michael Fishman

CRN: 3409 HMED M7114  
Date: Mondays & Wednesday,  
October 1 – October 22, 2012  
Time: 6:00 p.m.-8:00 p.m.  
Fee: \$149  
Instructor: Michael Fishman

CRN: 3276 HMED M7114  
Date: Mondays & Wednesday,  
November 26 – December 17, 2012  
Time: 6:00 p.m.-8:00 p.m.  
Fee: \$149  
Instructor: Michael Fishman

# CPR CLASSES

## CPR/AED for Healthcare Providers Course (2 year certification)

Designed for Healthcare Providers; Doctors, Dentists, Nurses, Safety Personnel Police, Ambulance, Athletic Trainers, Professional Rescuers, Emergency Response teams, etc. This course covers all material in our CPR course and includes American Heart Guidelines for the Professional Rescuer. We follow the American Heart Association's latest ECC 2010 guidelines for Healthcare Providers.

Basic life support (BLS) includes recognition of signs of sudden cardiac arrest (SCA), heart attack, stroke and foreign-body airway obstruction (FBAO); cardiopulmonary resuscitation (CPR); and defibrillation with an automated external defibrillator (AED). A multiple choice test will be given before completion of course in order to ensure that you have achieved the basic Life Support knowledge.

\*\* Textbook can be borrowed from the instructor for the class, but must be returned at end of session or if you wish to keep your own book you may purchase it at our bookstore for approx. \$16.00. Call 860-253-3186.

CRN: 3351 HMED M5000  
Dates: Saturday, October 6, 2012  
Time: 9:00 a.m.-2:00 p.m.  
Instructor: Naiya M. Cirillo, RDH /  
Member of the AHA  
Fee: \$99  
Room: 147

## CPR/AED Heartsaver Course for the General Public

The Heartsaver CPR & AED course is designed to teach anyone the lifesaving skills of cardiopulmonary resuscitation (CPR) and relief of choking in adults, children and infants. Automated External Defibrillator (AED) use is taught for adults and children. This course is open to the general public. Students must pass a skills test in order to receive a Certification Card.

CRN: 3356 HMED M5000  
Dates: Saturday, November 10th, 2012  
Time: 9:00 am-2:00 p.m.  
Instructor: Naiya M. Cirillo, RDH /  
Member of the AHA  
Fee: \$79

Naiya Cirillo is a registered Dental Hygienist and a member of the American Heart Association CPR training program. Currently, she is working as a public health dental hygienist and in a surgical dental clinic. Moreover, she has experienced many medical emergencies where training means saving a life. Teaching is something she has passion and enthusiasm about. She looks forward to training all her students so they can be qualified astute rescuers when emergencies happen.

# Blood Borne Pathogens

What are the requirements for you in the health care industry that require training in the prevention of the spread of Infectious Diseases? This program will cover an overview of the prevention of the Connecticut Occupational Safety and Health regulations pertaining to Blood Borne Pathogens, including exposure control, cleaning and disinfection of equipment. Once you have successfully completed this program you will receive a course completion card from the Emergency Care and Safety Institute. This course is a basic program and it will be necessary for the student to review his/her company policies. Book is required for this course. To order your book call 1-800-832-0034 Ext 8197 Book Title: Bloodborne and Airborne Pathogens, Sixth Edition, ISBN-13:978-1-4496-0948-1

CRN: 3402 SPIN MZ261  
Dates: Monday, October 29, 2012  
Time: 6:00 pm -8:00 pm  
Fee: \$49 plus text  
Instructor: John Alexander

**About the Instructor:** *John P. Alexander, EMS-1. As a member of the emergency services for over the past 25 years, I have been involved in responding to several different types of situations like medical emergencies, fires and rescues, to name a few. I also have had to work with many different individuals and family members in some of the most difficult times. I am certified by many different agencies as a Basic Life Support Instructor, Emergency Medical Services and Fire Services Instructor. I currently work as an Adjunct Instructor for many different agencies local, state and federal.*

# Chronic Disease Management

Disease Management today provides information on how to prevent, treat and manage chronic diseases present in our society today. Diabetes prevention strategies, intervention strategies, identification of resources and programs available through insurance companies, hospitals, online and in community health center programs for managing care will be identified and discussed. This Disease Management series will explore chronic disease in our community today. Patient centered care strategies and how to make the most from resources like medical insurance benefits, new advancement in testing, supplies and new treatments will be evaluated. Healthier, better living with increased quality of life will be the goal of the series. Arthritis, asthma, COPD depression, coronary artery disease and other disease management programs will be touched upon. (Qualifies for 6 CEU's)

- Diabetes is a disease prevalent in society today that has many health complications.
- Disease prevention through health promotion and awareness.
- Students will understand diabetes and its complications and prevention strategies.

**About the Instructor:** Susan O. Jones, R.D.H., B.S., M.A., Masters in Health Care Administration from Ashford University has been teaching for the past six years at a number of educational institutions. Clinical instruction experience includes dental hygiene remediation clinic, advanced instrumentation, periodontal lab, local anesthesia clinic, community health care rotations and UCONN Health Center. She intensely enjoys watching students succeed and transform on to competent and caring health care professionals.

CRN: TBA  
Dates: Thursdays, 10/18, 10/25,  
11/1, 11/8, 2012  
Time: 6:00 pm -8:00 pm  
Fee: \$149

# NEW - Massage Therapy Program

The Massage Therapy program is designed to prepare the student for an exciting career in massage therapy. Completing this program will prepare the students to work with chiropractors, in health clubs, gyms, day spas, corporate settings, massage clinics or own their own business.

Massage Therapy is one of the fastest growing and most diverse occupations in the health care industry. Massage Therapists help with everything from stress management to injury rehabilitation.

Students who complete this course will be prepared and eligible to take the NCETMB (National Certification Exam for Therapeutic Massage and Bodywork), the exam required to obtain a license in the state of Connecticut.

The Massage Therapy program is a non-credit program. The program will take approximately 1 year to complete full time or approximately 2 years part time. Full time class hours are Tuesday- Friday 9:30 am-2:30pm. Saturday classes will be held 8:30 am – 3:30 pm. All classes must be completed prior to receiving a certificate to be eligible to apply for the certification exam.

Asnuntuck Community College also offers a children's reading room which provides childcare free of charge to daytime students. Children must be at least 3 years of age to attend.

## PROGRAM DETAILS:

### **Anatomy and Physiology: 64 hours**

This introductory course offers an overview of the various body systems. This course includes overview of the body organization as well as information on the: tissues, and all 11 body systems.

### **Skeletal and Muscular Anatomy of the Upper Body: 45 hours**

This course will go into the skeletal and skeletal anatomy of the upper body. This course includes bony landmark identification, as well as origin, insertion and actions of the muscles.

### **Skeletal and Muscular Anatomy of the Lower Body: 40 hours**

This course will go into the skeletal and skeletal anatomy of the lower body. This course includes bony landmark identification, as well as origin, insertion and actions of the muscles.

### **Pathology I: 40 hours**

This course will give an overview of the principles of pathology. It will also cover the pathologies of the: Integumentary, musculoskeletal, and nervous systems. It will inform students of when it is appropriate or not to work with clients with these pathologies.

### **Pathology II: 40 hours**

This course will cover the pathologies of the: Circulatory, Lymph/Immune, Respiratory and Digestive systems. It will inform students of when it is appropriate or not to work with clients with these pathologies.

### **Pathology III: 50 hours**

This course will cover the pathologies of the: Endocrine, Urinary, and reproductive systems. In addition students will learn the principles of cancer. It will inform students of when it is appropriate or not to work with clients with these pathologies.

### **Kinesiology: 45 hours**

This Course will cover the basic concepts and principles of movement. Student will learn basic function of both the muscular and skeletal systems. In addition, it will cover basic biomechanics and how the three interrelate in massage therapy. Prereq: Muscular and Skeletal Anatomy Upper and Lower Body

### **Massage Theory & Practice: 50 hours**

### **Massage Therapy 1: 60 hours**

This course will provide the student with the fundamentals of a massage session. Students will learn: Proper body mechanics, how to perform the 5 basic strokes of massage into a traditional swedish session.

### **Massage Therapy 2: 40 hours**

This course students will build on the foundation they gained in Massage Therapy 1. This course they will cover, techniques such as: cross fiber, friction, and myofascial release. Students will learn how to integrate these techniques into a full body session. Prereq: Massage Therapy 1



**Massage Therapy 3: 50 hours**

This course will teach students sports massage. They will learn how to work with a variety of athletes from the beginner to the competitive athlete. Topics covered will be pre-event, inter-event, post-event, rehab and recovery. Prereq: Massage Therapy 1 and Massage Theory and Practice

**Special Populations: 50 hours**

This course will teach students how to work with various populations and how to deal with concerns associated with each. Populations covered: elderly, pregnancy, infants, and various physical disabilities. Prereq: Massage Therapy 1 and Massage Theory and Practice, Anatomy and Physiology

**Ethics: 30 hours****Business of Massage Therapy: 30 Hours****Oriental A: 50 hours**

This course will cover basic oriental theory. Topics covered will be: yin/yang theory, 5 elements, the meridians and points associated with each meridian.

**Oriental B: 20 hours**

This course will cover topics in ayurvedic theory as well as chakras. Students will learn the 7 chakra and elements associated as well as chakra balancing.

**Chair Massage: 20 hours**

This course will teach the students how to properly set up and adjust a massage chair. Students will learn how to perform 5 - 30 minute chair session using proper body mechanics.

**Clinical: 100 hour Internship****NCBTMB Review Class: 30 hours (optional class)**

This course is designed to prepare students to take the National Certification Exam for Therapeutic Massage and Bodywork. Includes study skills as well as test taking strategies. Prereq: All classes excluding Clinical

**FULL TIME PROGRAM**

CRN: 3482 HMED M7132

Date: Tuesday-Thursday, October 9, 2012-October 9, 2013

Time: 9:30 a.m.-2:30 p.m.

Fee: \$ 5,990 Course fee does not include textbooks, exam or licensing fee

Instructor: staff

Room: 145 A

**SATURDAY PROGRAM**

CRN: 3483 HMED M7132

Date: Saturdays, October 13, 2012-October 13, 2014

Time: 8:30 p.m.-3:30 p.m.

Fee: \$5,990 Course fee does not include textbooks, exam or licensing fee

Instructor: staff

Room: 145 A

# Business & Industry - Leadership

## Making the Leap to Management: Essential Skills for New Supervisors and Managers (10 Hour Certificate Program)

Monster.com recently did a survey that revealed the “breakeven point” for new managers is 6.2 months. That is, it takes 6.2 months for the average new manager to get acclimated and even start to become effective. Will your boss give you that long to figure things out? For most of us, the expectation is that we “hit the ground running” rather than ease into a new role. If you want to be promoted, are about to be promoted, or have just been promoted, “Making the Leap” offers the skills, techniques and expectations training that can give you an immediate edge as a new supervisor or manager.

### **Supervisor, Manager, Leader: Who’s Who and Who’s Doing What?**

Understanding your role, in your specific company, is critical to your success. Understanding others’ roles and how they can help you meet your goals is a bonus that works in your favor. As you step into the role of new manager, navigating through the “who” and the “how” becomes your secret weapon for high achievement. This course provides insight into this navigation.

### **New Manager Challenges:**

The Common and Not So Common Speed Bumps (2 two-hour classes)

As a new manager, you’ll face a unique set of challenges. In this course, explore the most common of these and be prepared to face and solve them quickly and easily, allowing you to efficiently move through some of the typical new manager “growing pains.” Be that one manager who doesn’t need six months to get started making progress.

### **Team Building (1 two-hour class)**

You’re no longer just part of the team; you’re also running the team. How can you influence, motivate and engage your team? Are there different ways to manage a small team vs. a large team; a new team vs. a seasoned team? Learn the essentials of building a strong team, dealing with internal team challenges and pushing your team to excellence.

### **Performance Management (1 two-hour class)**

If being a manager was easy, everyone would do it. Setting expectations, taking immediate action on performance issues and understanding the strengths and weaknesses of the individuals on the team and the team as a whole are the keys to strong performance, recognition and rewards for all. Learn why managing your best performers may be more challenging than managing your weakest. Gain the skills to manage the performance of everyone, from the great to the not-so-great contributors on your team.

**Communication, Negotiation & Presentation (1 two-hour class)**

As a new manager, you'll be partnering with all levels of personnel in your organization. While learning to communicate with your team in new ways is the first step, it is critical that you can "talk the talk" with other managers, other teams, and staff above, below and across from you on the organizational hierarchy. Successfully conveying your ideas, the achievements and needs of your team and your vision for the future ensures your success and that of your team. Have you left a meeting wondering "what was the point of that meeting?" Don't be that manager. The most successful leaders across the spectrum of all organizations are those with the strongest communication skills.

**About the Instructor:** Donna Dojan brings to ACC the experience of a 25+ year career in business and management. With an MS in Organizational Management, her expertise includes not only pure business and operations knowledge, but a focus on practical management solutions, management & leadership training and communication strategies. Donna has consulted with both small and large businesses, in the private and public sectors, providing assessment and guidance in areas such as management strategy, performance management, human resources, operations, and training & development; guiding these organizations to increased efficiency, effectiveness and excellence.

CRN: 3485

Dates: Thursdays, 9/27, 10/4, 10/11,  
10/18, 10/25, 2012

Time: 6:00 pm – 8:00 pm

Fee: \$179

Instructor: Donna Dojan



# Six Sigma Process Improvement Certificate Program (64 Hours)

Many organizations are implementing Six Sigma and other formal process improvement initiatives as a means to better serve their customers and enhance their competitive position in their markets.

The courses illustrated below comprise the initial Asnuntuck Community College (ACC) Six Sigma Process Improvement Certificate program. Interested parties can attend all four courses to receive the certificate, or the seminars can be attended as individual professional development seminars. Though the content of the seminars mirrors that of various Six Sigma Green Belt curricula, ACC does not require the completion of a Green Belt project in its certificate program.

## Six Sigma: Process Improvement Tools and Concepts (16 Hours)

The ability to ask the right questions, gather necessary information and data, make decisions and take appropriate corrective action is vital in any organization's efforts to improve processes, products and services. This two-day workshop will show you how to choose and apply basic yet powerful Six Sigma tools. It will also introduce important concepts related to the theory of variation, including what the terms stable process, capable process and six sigma capability really mean. Beyond the techniques, this seminar will also address the critical role of leadership to assure success in a company-wide process improvement or Six Sigma strategy.

Through hands-on workshops, demonstrations and lectures, you will learn how you can use these tools and concepts to dramatically improve processes, quality, productivity and communication throughout your organization. At the end of this program you will have powerful techniques to add to your quality toolbox and some challenging theories and insights to guide your future plans, decisions and actions to improve your company's processes and competitive position.

### What You Will Learn:

- Adopting a "Systems Perspective"
- Basic Statistical Methods: Process Maps, Brainstorming, Fishbone Diagrams, Data Collection, Pareto --- Diagrams, Force Field Analysis, The Deming Cycle, Scatter Diagrams, Run Charts and Histograms
- Theory of Variation: Stable Process; Capable Process; Six Sigma Capability
- Transformation Model: Dr. W. Edwards Deming's 14 Points for Management
- Attributes of a Leader
- Basic Procedure for Improving a System and the DMAIC Process for Six Sigma Process Improvement - Projects

### Who Should Attend:

Executives, managers, team members, leaders and facilitators and other professionals interested and involved in process improvements, as well as Lean Six Sigma Black Belt and Green Belt candidates. This workshop is most beneficial when a team from your organization attends together.

CRN: TBA

Dates: Saturdays, 9/22, 9/29, 2012

Time: 8:30 am – 4:30 pm

Fee: \$649



# Six Sigma: The Team Process (16 Hours)

Many organizations are implementing Six Sigma and other formal process improvement initiatives as a means to better serve their customers and enhance competitive position in their markets. Inevitably, they discover that systems problems, by their very nature, cut across and involve various groups, functions and departments. Therefore, one thrust of any process improvement strategy requires the formation of teams made up of people from those various functions to attack systems problems and/or pursue systemic improvements.

In this two-day seminar you will examine and gain experience in the process that leads these multifunctional project teams to success. You will learn about the role of the process improvement steering committee in managing the team process, as well as the roles and responsibilities of process improvement team leaders, members and facilitators. Through numerous hands-on exercises, you will learn about and experience the three phases of the team process, the team's goals in each phase, and the statistical methods and personal skills team members employ to achieve those goals.

## What You Will Learn:

- Managing the Team Process
- The Team Process, Phase One: Getting Started
- The Team Process, Phase Two: Working Together
- The Team Process, Phase Three: Reaching Agreement
- Overcoming Disagreement and Conflict
- The Team Process, Summary: Problems Teams Experience
- Basic Procedure for Improving a System
- DMAIC Process for Six Sigma Process Improvement Projects

## Who Should Attend:

Current and potential process improvement project team leaders, members and facilitators. Steering committee members, Six Sigma Black Belt and Green Belt candidates and department managers. This workshop is most beneficial when a team from your organization attends together.

CRN: TBA

Dates: Saturdays, 10/20, 10/27, 2012

Time: 8:30 am – 4:30 pm

Fee: \$649





# Six Sigma: Essential Statistical Methods: Statistical Process Control - Concepts & Techniques (16 Hours)

Statistical process control is a key ingredient in the drive to improve quality, productivity, and competitive position. This claim is supported by the work of W. Edwards Deming in Japan, as well as that of Shewhart, Juran, Rickmers, Chambers and others in the U.S. Many companies are now demanding that suppliers practice statistical process control in meeting contractual specifications.

This two-day course teaches you the intermediate statistical concepts and techniques needed to implement or enhance a statistical process control system in your organization. You will learn how to collect and analyze data to produce meaningful conclusions about your processes and how to improve them. You will also learn about process capability studies and construct statistical process control charts for processes with outputs measured with variables data (or measurements) as well as attributes (defectives) and counts (defects) data. More importantly, you will learn to take or recommend appropriate action based on the results of your analysis.

## What You Will Learn:

- Adopting A Systems Perspective
- Some Basic Statistical Tools
- Theory of Variation
- Control Charts for Variables Data
- Transformation Model: The Deming Philosophy
- Control Charts for Attributes and Counts Data
- Basic Procedure for Improving a System

## Who Should Attend :

Engineers, scientists, managers and technical support staff in manufacturing or service industries. Employees who will be responsible for using SPC in their work. The material is also designed for people who will serve as in-house trainers, project team facilitators, and/or in-house statisticians in their organizations' process improvement efforts. This seminar is most beneficial when a team from your organization attends together.

CRN: TBA

Dates: Saturdays, 11/10, 11/17, 2012

Time: 8:30 am – 4:30 pm

Fee: \$649

# Six Sigma: Advanced Problem Solving: A Systematic Approach to Root Cause Analysis (16 Hours)

For decades, management consultants, academicians and practitioners have been searching for an effective (if not foolproof) approach to solving problems. Shewhart, Ishikawa, Chambers and others pursued a statistical approach to analyzing and understanding process problems and their causes. Others developed intuitive techniques for defining problems so that causes and solutions could be tested more efficiently. Although both of these strategies are helpful, the search nonetheless continues. This intensive two-day program is designed to move beyond past and current techniques for basic problem solving or mere problem analysis to present an advanced process for solving problems. It does so by connecting a statistical understanding of work processes (theory of variation) to a structured, systematic approach to root cause analysis.

In this highly interactive seminar, you will learn how to solve workplace problems by applying a structured methodology that will yield faster and more effective solutions. The program provides opportunities to practice and apply the technique to case studies and participants' on-job problems.

## What You Will Learn:

- Common Pitfalls in Problem Solving
- Systematic Root Cause Analysis
- The Missing Ingredient: Knowledge of Theory
- The Differences Between Common Cause and Special Cause Variation
- Differentiating Between Real and Apparent Problems
- 8 Discipline (8D) Problem Solving
- Case Studies and Business Applications

## Who Should Attend:

Managers, engineers, scientists and other professionals involved in their organizations' process improvement efforts. Others interested in improving their problem-solving skills and corrective action processes. This workshop is most beneficial when a team from your organization attends together.

CRN: TBA

Dates: Saturdays, 12/8, 12/15, 2012

Time: 8:30 – 4:30 pm

Fee: \$649

## Sign-Up for the Six Sigma Process Improvement Certificate Program & Save: Only \$2,399.

## About the Instructor:

*James F. Leonard is a consultant and educator who specializes in teaching the principles of the late Dr. W. Edwards Deming as a new system of management. Jim's clients come from a wide variety of industries, including power generation, electronics, health care, chemicals, robotics, injection molding medical devices and consumer products. He has worked with manufacturing and service organizations throughout North America, Europe, and in China. Jim has served as an Adjunct Professor of Psychology at Nichols College and lectured at the Pennsylvania State University, Kent State University and other colleges. He continues to serve as a senior faculty member in the Division of Corporate and Professional Education at Worcester Polytechnic Institute.*

# Business & Industry – Organizational Development



## Organizational Development Certificate: Creating Productive Teams through Effective Communication and Negotiation: (8 hours)

This Certificate Program consists of four classes that will provide an in-depth overview of the dynamics involved in the development of the organizational structure and culture. This program will focus on how to solidify organizational changes through planning, participation, leadership, motivation and documentation of progress towards the attainment of both short and long term goals. Identification and evaluation of effective teams vs. non-effective teams will be highlighted and recommendations offered to secure positive outcomes.

About the Instructor: Daniel Picano is a highly creative and innovation project manager with a proven record of success in both the corporate and not-for-profit environments. His experience includes project development and implementation, special event planning, volunteer recruitment, administrative and customer services, as well as public relations and employee involvement. In addition, he is broadly experienced in MS computer programs and human relations.

\*Classes are included in the Certificate Program.

CRN: 3435 PRFD M6374  
Dates: Wednesdays: 10/3, 10/10,  
10/17, 10/24, 2012  
Time: 6:00 p.m. – 8:00 p.m.  
Fee: \$149

**Class #1:****\*Organizational Development: Practices and Principles**

This class will provide the basic skills and theories on how to make your organization and the teams that are built within it to be more productive. Starting with the organization itself, discussion will be based upon entering into teams and their functionality. How are teams designed and what outcomes may develop? Students will learn how to address and manage, as well as learn how to relate to various obstacles (setting/criteria/personalities). Class discussion will also be based on diagnosing and analyzing issues, leading and managing to build effective teams through communication, negotiation, and how it relates to the organization. The goals of this class are to explain the function of effective teams in society and business.

**Class #2:****\*Team Development Techniques: Who and Why, Functions and Skills, Rules and Regulations**

This class will provide insight into the internal workings of developing effective. Classroom discussion will be based around the Who's and Why's. Discussion will involve the following: Communication, Negotiation, and Human Effectives. The discussion of rules and regulations will be examined on how teams develop the criteria of group the group itself. How do these needs match those of the group and how will they be assessed. In order to fully create change, the issues need to be identified, communicated, and resolved by change agents. This class will discuss various team related issues and critique outcomes for overall effectiveness. The goals of this class are to explain team member objectives and roles within a specific capacity.

**Class #3:****\*Effective Communication: Listen, Speak, Participation and Acknowledgement Methodology**

This class will be based upon aspects of communication and how they relate to building effective teams within organizations. We will discuss the effects of different types of communication and how it impacts the overall team moral. The class will discuss particular cases dealing with how to speak, as well as, listen effectively. Both aspects are needed to fully participate when dealing with teams. The class will also discuss the acknowledgement methodology

**Class #4:****\*Negotiating: Getting to Yes through Open Communication**

This class will expose common negotiation problems within team environments and review methods to resolve them. Class discussions will focus on various events along with pertinent social issues while offering suggestions/recommendations on how to resolve. Different negotiation styles, depending on issues, will be discussed and applied in role playing exercises. Establishing different avenues to communicate effectively and negotiating techniques are needed to develop highly effective teams in all environments. The goals of this class are to learn and understand negotiation techniques and how to apply them within various situations.

# Business & Industry – Information

## Internet Marketing Strategies Certificate Program (24 Hours)

Integrating Web marketing activities into organizational marketing strategies is a major challenge for ongoing businesses and start-ups alike. This certificate program focuses on the capabilities that allow business and nonprofit organizations to develop distinctive marketing approaches on the Internet and in social media channels. Topics to be covered are as follows:

Internet Business Foundations, Direct-Response Foundations, Branding and Video Marketing, Display Advertising and other Acquisition Tools, Email Marketing, Search Marketing (Google, etc.), Social Media Marketing (Facebook, etc.), Developing and Maintaining Effective Websites, CRM and Customer Service, and finally, Mobile and Convergence

*About the Instructor: Rob Torte, MA, General Management, Harvard University, is the successful former owner of Priority One Auto Rental. As founder of this venture, he learned firsthand about utilizing and implementing Internet marketing strategies using the materials covered in these classes. He has produced substantial analyses and marketing plans. Let Mr. Torte teach you to develop distinctive marketing approaches on the Internet and in social media channels that will help your business or nonprofit organization thrive!*

CRN: TBA

Date: Mondays, 10/8, 10/15, 10/22, 10/29, 11/5 (Lab), 11/26, (Lab), 12/3, 12/10, 2012 (Lab)

Time: 6:00 p.m. – 9:00 p.m.

Fee: \$299

Text book required: Internet Marketing: Integrating Online and Offline Strategies, (3rd ed.) by Roberts and Zahey ISBN-10:1-133-62590-8 (Available online at amazon.com)

Instructor: Rob Torte

## Introduction to Data and SQL Fundamentals

This course will cover the critical importance of why information is modeled and loaded into databases. To start, this class will offer an understanding of some of the most basic data types and how tables and indexes are structured to create a database. Next, the class will cover various scenarios of how to translate the data into knowledge by answering basic questions through the use of SQL commands. In addition to the overview of data, other areas to be touched upon in the class are as follows: organizing data into a data base; introduction to SQL; creating basic queries; introduction to aggregate functions and the need for grouping..

**About the Instructor:** Mike DeGiule is a Director of Data Management and taught SQL for several years. He brings an expertise in dealing with business users, who have the need to access data in an effort to create reports, analyze situations and measure results. He brings over ten years of experience in the area of developing new database products, managing databases, data warehouse and database marketing projects.

Required Text: Sams Teach Yourself SQL in 10 Minutes,  
Publication Date: April 10, 2004 ISBN-10: 0672325675  
ISBN-13: 978-0672325670 Edition: 3

CRN: TBA

Dates: Mondays, 10/15, 10/22, 10/29, 2012

Time: 6:00 pm – 9:00 pm

Fee: \$149



# Managing Informational Technology Certificate (36 Hours):

**Take All 4 Courses -  
Earn a Certificate  
& SAVE \$\$\$**

This Computer Training Certificate Program includes four courses which are designed to keep the student current with technology, proficient in conducting preventive and self-maintenance on your PC or Laptop. In addition, this course will provide the students with the skills to create a HTML/XHTML based website quickly and easily using Microsoft's Expression Web4. Also, the construction and creation of Web pages which include many types of content will be covered.

About the Instructor: Asif Vavanan possesses a Master's in Information Systems, an MBA in Strategy & Operations Management from Rensselaer Polytechnic Institute and Bachelors of Science from UCONN. Asif has more than 10 years experience in computer applications, database design, system development life cycle, hardware repair, programming, web design and management consulting.

\*Classes are included in the Certificate Program  
(These classes are available if you wish to take individual courses. See below & next page)

CRN: TBA PRFD M6361  
Fee: \$599

## \*Introduction: Computer Boot Camp – Course #1

Do you feel you are being left behind in the technology revolution? It is never too late to learn and this course will acquaint you with the computer technology and devices that manage our information today. Students will gain insight into computer hardware, software and the Microsoft 7 Operating System. In addition, student participants will learn how to use basic word processing functions of the popular Microsoft Word and Microsoft Excel programs. Students will also learn how to use the Outlook, Google, Yahoo, and MSN e-mail and messenger program, as well as the best techniques and browsers on the Internet. Additional topics include learning about how to protect your computer from virus, adware, spyware and pop-up. Instructor will provide handouts.

Prerequisite: Typing skills recommended, basic keyboard and mouse skills.



CRN: 3481 PRFD M6362  
Date: Thursdays, September 20, 27, October 4, 11, 2012  
Time: 6:00 p.m. – 9:00 p.m.  
Fee: \$224

## \*PC Maintenance & Protection – Course #2

Do you feel your PC or laptop is really slow and filled with viruses, spyware and ad pop-up? Why pay for expensive maintenance and upgrades when you can learn some basic preventative tips to protect your PC and Laptop and do them yourself? In this course, students will learn how to configure drivers and troubleshoot the Windows Operation System. You will learn how to reformat a hard drive, partition it and load Windows. Discover how to add and set up new peripherals, including wireless routers, printers, scanners and cameras. Learn how to set up your own wireless routers and set up a home networking. Learn how to download and install driver updates from the manufacturer's website. Additional topics to be covered include troubleshooting basics, researching errors online, hardware trends, buying a new PC (pre-built vs. custom), standards for monitors, hard drive sizes, ports, and optical drives. Also, viruses, spyware, surge protectors and backups will be discussed. Instructor will provide handouts.

CRN: TBA PRFD M6363  
 Date: Saturday, October 6 & 13, 2012  
 Time: 9:00 a.m.-4:00 p.m.  
 Fee: \$224  
 Instructor: Asif Vavan

*Prerequisite: Beginner through intermediate PC user, typing skills recommended, basic keyboard and mouse skills.*

## \*Microsoft Expression: Introduction to Web Creation – Course #3

This course will teach the students how to create an HTML/XHTML based website quickly and easily with Microsoft's Expression Web 4. This hands-on class teaches you the skills required to create Web pages. Students will learn to create and modify hyperlinks using both text and graphics. Additional topics include the use of graphics in Web pages and modifying HTML code and using tools on Expression's panels for quick editing and publishing of Web pages. Instructor to provide handouts.

CRN: TBA PRFD M6364  
 Date: Wednesday, September 19,26,2012  
 Time: 6:00 p.m.-9:00 p.m.  
 Fee: \$112  
 Instructor: Asif Vavan

*Prerequisite: Basic understanding of the Internet, Windows, keyboard and mouse skills.*

## \*Web Pages: HTML Made Easy – Course #4

Hyper Text Markup Language (HTML) is not just for programmers and webmasters. Once you understand the basic rules, you can easily create web pages that included many types of content. In this course students will learn the differences between absolute and relative links, types of graphics, different levels of bullets and numbers, how to apply headings, background and text colors and many other formats. You do not need expensive web design software! Using Notepad, included in Windows, you can create home page and several other content pages linked with navigation. This course will also cover Web templates and how to search them on the Internet. Many of the in-class examples will be made available to you for your use and reference. Instructor provides handouts.

CRN: TBA PRFD M6365  
 Date: Wednesday, September 5, 12, 2012  
 Time: 6:00 p.m.-9:00 p.m.  
 Fee: \$112

*Prerequisite: Internet, Basic Window, keyboard and mouse skills.*

# Using Cascading Style Sheets Effectively In Web Design

Cascading Style Sheets (CSS) enable the designer to create a consistent look and feel that is not only attractive but easy to maintain. Even if you are already using a tool like Dreamweaver, CSS will help you produce even better looking Web pages. Easily learn how to make headers, bullets and text look the way you want throughout the entire website. Make global color and font changes to links and text in seconds! Position page elements exactly where you want. Easily create menus, buttons and mouse-over effect. We will also analyze existing websites, examine code levels, and break down site construction. Required text: Cascading Style Sheets (CSS) By Example (ISBN 9780789726179)

*Prerequisite: Basic Windows, keyboard and mouse skills are required. Knowledge of HTML recommended.*

CRN: TBA

Date: Tuesdays, October 9, 16, 2012

Time: 6:00 p.m.-9:00 p.m.

Fee: \$112

Instructor: Asif Vavanan

# Adobe Dreamweaver Introduction

This hands-on course using Adobe Dreamweaver is designed for people with little or no website design experience, as well as those who have used FrontPage, Expression Web, or earlier versions of Dreamweaver. Instructor provides handouts.

*Prerequisite: Basic Windows, keyboard, mouse and Internet skills*

CRN: TBA

Date: Thursdays, October 25 & November 1, 2012

Time: 6:00 0.m.-9:00 p.m.

Fee: \$112

# Adobe Dreamweaver In-Depth

Do you want to learn how to create and support a website? This course will cover how to use the Dreamweaver interface, the meaning of HTML codes/tags, creating a website, creating and modifying Web pages, linking Web pages using text and graphic links, table layouts, uploading files, Cascading Style Sheets and its coding rules, XHTML standards, how to create and modify a template to speed site maintenance, the use of layers for layouts, and much more! The fundamental skills learned in this class will enable you to use other website applications such as Microsoft Expression Web and other web designer applications. Instructor provides handouts.

*Prerequisite: Basic Windows, keyboard, mouse and Internet skills.*

CRN: TBA

Date: Thursdays, November 8, 15, 2012

Time: 6:00 0.m.-9:00 p.m.

Fee: \$112

Instructor: Asif Vavanan

# Computer Training

## Microsoft Office 2010 Certificate Program (36 Hours)

WIA Approved Course

This MS Office 2010 program contains training in the Windows environment (Word), a slide presentation program (PowerPoint), a spreadsheet program (Excel), a database program (Access), and a desktop personal information manager (Outlook). Within each application, we will cover both introductory and intermediate levels to ensure a complete understanding of each program and how they work together within an MS Office environment. Students are advised to purchase a USB Flash Drive for saving all assignments to take home. Students must have the MS Office 2010 Suite installed on their computers to complete work at home.

CRN: 3218 COMP M6015  
Date: Saturdays, September 22, 2012  
to December 8, 2012  
(No Class November 24, 2012)  
Time: 9:00 a.m.-3:30 p.m.  
Fee: \$795  
Instructor: Gerald Pollak

### Classes included in the Certificate Program

- Introduction to Word
- Introduction to Excel
- Intermediate to Word
- Intermediate Excel
- Advanced Excel
- Introduction to PowerPoint
- Introduction to Access
- Intermediate Access
- Advanced Access

**About the Instructor:** *Gerald Pollak: Gerry Pollak teaches the Microsoft Office courses, as well as other adult education courses in music. He obtained his Microsoft certification in 1998. Gerry is a professional software trainer and has his own business, which includes private clients as well as classes.*



## Introduction to Word

Learn how to write your own letters, create fliers, tables, and other basics using this kind of word processing applications. We'll also learn formatting, such as colors, borders, line spacing, just to name a few. We'll also show you some cool shortcuts that you don't find in most textbooks.

CRN: 3268 COMP M5060  
Date: Saturday, September 29, 2012  
Time: 9:00 a.m.-12:00 p.m.  
Fee: \$79  
Instructor: Gerald Pollak

## Introduction to Excel

You don't have to be a math freak to appreciate the value, and even beauty, of this very popular spreadsheet application. We'll get you comfortable with the Excel screen. We'll learn how to speak "formula" to Excel. We'll also show you the many shortcuts not found in most books to make your Excel experience run smoothly. Excel also has underappreciated formatting capabilities. We'll go over those too.

CRN: 3215 COMP M5354  
Date: Saturday, September 29, 2012  
Time: 12:30 p.m.-3:30 p.m.  
Fee: \$79  
Instructor: Gerald Pollak

## Intermediate Word

We'll pick up where we left off. We'll show you how to upgrade your documents using techniques such as styles, word art, headers and footers, hyperlinks, and tables. Like all intermediate courses, we'll address your issues whether they're on the list or not.

CRN: 3269 COMP M5061  
Date: Saturday, October 13, 2012  
Time: 9:00 a.m.-12:00 p.m.  
Fee: \$79  
Instructor: Gerald Pollak

## Intermediate Excel

In this intermediate course, we'll cover charts, sorting, filtering, and more formatting, including word art. It'll be the 'soft' side of Excel, if you will. But math freaks need not worry. Because we'll show you what 'if' (that's the wonderful "if" statement).

CRN: 3216 COMP M6233  
Date: Saturday, October 13, 2012  
Time: 12:30 p.m.-3:30 p.m.  
Fee: \$79  
Instructor: Gerald Pollak

## Advanced Excel

In this course, we'll cover Pivot Tables, Macros, Auditing, Advanced Functions (including V and H Lookup), Data Validation, Consolidation, and What-If Analysis. We'll also try to address your specific Excel issues.

CRN: 3405 COMP M6236  
Date: Saturday, October 27, 2012  
Time: 9:00 a.m.-12:00 p.m.  
Fee: \$79  
Instructor: Gerald Pollak



## Introduction to PowerPoint

PowerPoint is the slide show application in the Microsoft Office suite. You'll be surprised to learn how easy it is to create solid, professional, attractive presentations. You'll learn how to bring in organizational charts, graphs, and other attractive visuals. You'll learn how to create slides, format them, move them around, and how to run the final show.

CRN: 3217 COMP M6017  
Date: Saturday, October 27, 2012  
Time: 12:30 p.m.-3:30 p.m.  
Fee: \$79  
Instructor: Gerald Pollak

## Introduction to Access

Access is a database program that, although it can be used at home, is generally used in a business environment. This is because it's a relational database program, usually involving multiple tables that talk to each other. Therefore, there's typically no need for it for personal use. But if the boss is telling you to learn it, we'll take the mystery out of Access and show you how to harness its power.

CRN: 3406 COMP M6250  
Date: Saturday, November 10, 2012  
Time: 9:00 a.m.-3:30 p.m.  
Fee: \$149  
Instructor: Gerald Pollak

## Intermediate Access

You'll learn how to increase your communication within your database. This includes such topics as referential integrity, more advanced queries, and using the toolboxes in the form and report objects to make them both look better.

CRN: 3407 COMP M6251  
Date: Saturday, December 1, 2012  
Time: 9:00 a.m.-3:30 p.m.  
Fee: \$149  
Instructor: Gerald Pollak

## Advanced Access:

You will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft Office Access with other applications.

CRN: 3408 COMP M6252  
Date: Saturday, Saturday, December 15, 2012  
Time: 9:00 a.m.-3:30 p.m.  
Fee: \$149  
Instructor: Gerald Pollak

## Create a WordPress Website

Do you want to build a website for your business or hobby? You'll learn how to create a fully functional website using a simple Wordpress template. Some of the topics that will be covered are: installing a custom banner, setting up navigation bar and sidebar; changing default colors and fonts; and installing social media follow me icons.

CRN: 3315 COMP M6244  
Date: Wednesdays, October 10 and 17, 2012  
Time: 6:30 p.m.-8:30 p.m.  
Fee: \$48

# Business & Industry - Entrepreneurship & Small Business Ownership (27 Hours)

Take All  
3 Courses -  
Earn a Certificate  
& SAVE \$\$\$

Are you thinking of starting a business or would you like to see your existing business do better?

Then these courses are for you! This 3 course multiple part series will address many questions asked by people starting or running their business.

**About the Instructor:** Sean McGuire has 30+ years experience in supporting the growth of small businesses in numerous aspects. He has owned and operated a successful accounting practice for over 20+ years. He has also served as the Director of the Small Business Development Center.

\*Classes are included in the Certificate Program  
(If you wish to take these courses individually, see below.)

CRN: 3486 PRFD M6366  
Dates: Various (see below)  
Time: 6:00 p.m. – 9:00 p.m.  
Fee: \$ 479  
Instructor: Sean McGuire

## \*Introduction to Entrepreneurship - Course #1

This is a basic course designed to help students identify the challenges and opportunities that entrepreneurially-minded individuals face who wish to create their own business or organization. The topics to be covered involve the characteristics and profile of successful entrepreneurs, as well as the impact of emotional, psychological and family considerations on the entrepreneur. Emphasis is on evaluating the challenges, risks and rewards of starting and operating a successful small business.

CRN: 3487 PRFD M6366  
Dates: Tuesday, 9/18  
Time: 6:00 p.m. – 9:00 p.m.  
Fee: \$56  
Instructor: Sean McGuire

## \*Things to Know When Launching Your Business – Course #2

This course is designed for students just beginning or about to start a new business venture. Class will provide an overview of the critical factors one needs to know when launching a business. Topics to be addressed in this course include: types of business entity; elements of an effective business plan; elements of a winning marketing plan; understanding financial statements; bookkeeping and accounting issues; legal issues; and how to raise capital for launching and operating your business. Note: Textbook is required.

CRN: 3488 PRFD M6368  
Date: Tuesdays: 9-25, 10-2,  
10-9, 10-16  
Time: 6:00 p.m. – 9:00 p.m.  
Fee: \$224  
Instructor: Sean McGuire

## \*Business Plan Development: Making Your Start-up Bankable – Course #3

This course is designed to guide and support the entrepreneur in creating a viable business plan that will prepare you to meet with a lender or investor. Topics of study will include: market and industry research; assessing competitive market leaders; evaluating competitors; production and product costs and pricing; raising investment and operating capital; market plan development, financial plan development, and entrepreneurial team development, responsibilities and leadership.

CRN: 3489 PRFD M6369  
Date: 10-23, 10-30,  
11-6  
Time: 6:00 p.m. – 9:00 p.m.  
Fee: \$224  
Instructor: Sean McGuire

# Entrepreneurship and Small Business Courses

## Putting Your Business Online (12 hours):

Do you have your own business and feel you are being left behind and not reaching all potential customers? It is never too late to learn, and we have a course that will acquaint you with the Business Online terminology. As a business owner and entrepreneur in today's economy you always want to maintain a competitive edge by keeping existing customers and finding new ones. In this course, participants will gain insight on how online presence for your business can help you grow your business and how to get the word out about your new business to major search engines including Google and Yahoo!, Bing, and for the popular social networking sites. You will also learn how to search for a domain name and register your domain name (www.yourbusiness.com) with Network Solutions (Domain Authority). Students will also learn about Web-hosting providers, hosting plans, cost structures, advantages and disadvantages of hosting providers. In addition, participants will learn how to create a Web page for their domain where they can instantly promote their business. Also, students will learn about the tools involved in building an online store to sell their products and how to accept credit cards online, PayPal, or Google Shopping Cart Checkout. Instructor to provide handouts.

Prerequisites: Some business knowledge, Basic Keyboard, Mouse and typing skills recommended.

**About the Instructor:** *Asif Vavanan possesses a Master's Degree in Information Systems and a MBA in Strategy & Operations Management from Rensselaer Polytechnic Institute, and a B.S. from UCONN. He has more than 10 years experience in computer applications, database design, system development life cycle, hardware repair, programming, Web design and management consulting.*

CRN: TBA PRFD M6370  
Date: Saturday, September 8 & 15, 2012  
Time: 9:00 a.m.-4:00 p.m.  
Fee: \$224  
Instructor: Asif Vavanan

## Build Your Professional Brand & Network via LinkedIn

Do you want to keep your career moving ahead? Are you looking for work? LinkedIn is a requirement for today's job seeker. This workshop will teach career-oriented students how to create and use their own LinkedIn page. We will discuss its features and benefits, and give tips on managing your career through LinkedIn. Individuals who already have a LinkedIn account and an established network in place will also learn how to effectively maximize LinkedIn's properties and enhance their personal brand. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN: TBA  
Date: Saturday, November 17, 2012  
Time: 9:00 a.m.-4:00 p.m.  
Fee: \$224  
Instructor: Asif Vavanan

# Organizing your Digital Photo, Audio and Video

So you now have hundreds of new beautiful digital photos. What are you going to do with them, and where are you going to put them? We'll look at many methods of storing and sharing your digital photos, audio, video data and DVD, including burning CDs, organizing software, photo-blogging, Web galleries, image-sharing sites and more. The class will include demonstrations as well as technical and practical advice on the topic of photo storage. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN: TBA  
Date: Saturday, October 27,  
November 3, 2012  
Time: 9:00 a.m.-4:00 p.m.  
Fee: \$224  
Instructor: Asif Vavanan

# Grant Writing for Not-for-Profit and Public Organizations (6 hours)

This course offers three classes consisting of an overview of the process of grant writing, from researching and identifying appropriate funding sources to writing a winning proposal. The classes will concentrate on the information staff and volunteers in community based organizations, educational institutions/organizations, public agencies, and special interest groups need in order to use grant writing as an effective conduit to supporting their programs and efforts. While many grant books provide detailed information, this material is more accessible when presented in person by a successful program developer, grant writer, and evaluator who will devote time during each class to answer questions and provide feedback.

Text book required: The Only Grant-Writing Book You'll Ever Need (3rd ed.) by Karsh and Fox (2010) ISBN-13: 9781458766267/ISBN: 1458766268 Available from Barnes & Noble

CRN: TBA PRFD M6372  
Date: Tuesdays, 10/16, 10/30,  
11/13, 2012  
Time: 6:00 p.m. – 8:00 p.m.  
Fee: \$159  
Instructor: Keri Heitner

**About the Instructor:** *Keri L. Heitner, Ph.D., the owner/principal of All Aspects Research, is a research psychologist and writer focusing on service delivery research and program development and evaluation in education, health, public health, and human services. Dr. Heitner has created and obtained more than \$73 million in public and private funding for dozens of research, education, and training projects in special, adult and vocational education, career re-entry, after school programs, services for persons with disabilities, and health and human services delivery, technology, and the arts. Dr. Heitner also designs and implements needs assessments and program and project evaluations.*

# Business & Industry – Hospitality Management

## Hospitality Program Certificate

This Hospitality Program Certificate course consists of four classes which will take the students through all the challenges, issues and regulations in operating a successful restaurant and hotel. Topics to be covered will include: Calculating Food and Liquor Costs, Managing Controllable and Uncontrollable Costs, Understanding Profits and Loss Statements, Scheduling, Inventory Control, Menu Planning and Customer Service. In addition, Board of Health Inspections, Regulations and Industry Standards & Requirements and ServSafe will be reviewed and examined. The liabilities and legal responsibilities of dispensing alcohol will be covered with an emphasis on safety training. In addition, T.I.P.S. Certification will be awarded to students as the ultimate mark of excellent customer service.

**About the Instructor:** Robert “Bob” Herron has been involved at numerous levels and capacities within the Hotel, Food and Beverage Management Industry. He holds a long record of successful and noteworthy accomplishments with many Industry Awards and Citations. His experiences include managing a broad range of well-known establishments from McDonald’s to Friendly’s, to large corporate restaurants and hotel chains, which include Ramada, Sheraton and the Hilton Hotels. Bob also served as the Banquet Manager of the Hartford Club in Hartford, CT.

In addition, he has also owned and operated his own catering company at the Grassmere Country Club in Enfield.

CRN: TBA  
Dates: Wednesdays - 10/3,  
10/10, 10/17, 10/24, 2012  
Time: 6:00 p.m. - 8:00 p.m.  
Fee: \$179 (T.I.P.S.  
Certification Fee  
(\$17 Included)

## ServSafe Certification

This eight hour training and subsequent certification is critical for food managers and food servers. Participating students will obtain a ServSafe Certification of Completion, which will qualify your operation to be a part of the International Food Safety Council. Students who successfully complete this course will be fully prepared to pass the ServSafe required examination.

CRN: TBA  
Dates: Saturday, 10/27/12  
Time: 8:30 am - 4:30 pm  
Dates: Wednesdays, 11/7  
& 11/14/12  
Time: 5:30 pm – 9:30 pm  
Dates: Saturday, 12/1/12  
Time: 8:30 am - 4:30 pm  
Fee: \$179 (Includes  
Instruction Booklet and  
Examination)



# Business & Industry –

## Manufacturing-Hi-Tech-Construction Industries

### Small Business Ownership for Manufacturing Based Companies -Certificate Program (12 hours)

This Certificate Program consists of six classes designed to equip the student in all aspects of project planning, managing cash flow, team-building and decision making, as well as operating a successful small manufacturing based company with an emphasis on delivering solutions to the customer.

**About the Instructor:** Robert Despang holds a BS degree in Computer Engineering and MS degrees in Electrical Engineering, Software Engineering, and Management. He is currently pursuing a Ph.D. at North Central University in Prescott, Az. He has been employed at Hamilton Sundstrand for over 25 years, where he is presently involved with process optimization and continuous improvement activities. He has been a member of the faculty of Western New England College for 20 years. He is currently involved with FIRST robotics and serves as a mentor for Rosie Robotics in Agawam, MA .

CRN: TBA

Dates: Thursdays:

10/11, 10/18, 10/25,

11/1, 11/8, 11/15

Time: 6:00 p.m. - 8:00 p.m.

Fee: \$279

#### Class #1: Small Business Management

Students will learn the importance of project planning to managers of small businesses. Focus will be on creating a business plan, identifying required resources, managing cash flow, problem solving individually and within groups. Special attention will be paid to delivering solutions to the customer. Learning objectives will include the basics of project management as applicable to small businesses. Basic project planning will be discussed. Team organization particular to the problem will be covered in depth. Metric collection and reporting will be thoroughly covered.

#### Class #2: Business Math

Students will learn how to make the necessary calculations to perform basic business math. This interactive class will teach students the basics of business math and provide them with the foundation for further learning. Learning objectives will include learning the basic mathematical functions including addition, subtraction, multiplication, division, fractions, decimals, percentages, and special topics such as introductory statistical concepts.

#### Class #3: Problems and Making Decisions

Students will learn individual and team decision-making and problem-solving skills. Students will learn methods of breaking problems into manageable sizes. Methods of evaluating feasible solutions will also be discussed. Learning objectives will include how to make decisions individually and within groups. Classroom discussion will focus on the process of decision making providing the students with the necessary tools to make decisions in any business environment. Change management will be considered as a special topic.

#### Class #4: Managing the Project Team

Students will learn the project manager's role in managing the team members; how to work with the behavioral issues in a team; how to recognize and create the characteristics of an effective team; how to identify the different types of teams. Students will also learn how to motivate the team to perform as best as it can; how to give feedback to team members; how to set up a successful team; how to use group decision making techniques; and how to use problem-solving models for team management. Learning objectives include proper methods of team building and team motivation. Methods of creating effective teams will be discussed. Methodologies to select and motivate the best people will be considered.

#### Class #5: Managing the Project's Risk

Students will learn the project manager's role in managing and controlling the project risk. Students will be taught how to use risk analysis tools; how to apply risk management definitions; how to identify and manage risk; how to develop a risk plan; how to evaluate the probability of risk manifesting itself into a problem; how to attach money and time value to risk. Learning objectives will provide the tools to recognize the warning signs of business problems and how to use risk management to reduce the project impact of these risks. Methods of determining the root cause will be covered in depth.

#### Class #6: Managing the Project's Quality

Students will learn why quality is important on any project. Classroom discussion will focus on the cost of quality; measurement procedures; and how to develop corrective actions. Process improvement techniques will be discussed at length. Learning objectives include how to recognize quality problems before they reach the customer. Focus will be on defect prevention and process improvement. Methods of improving process quality will be discussed at length.

# OSHA 30 Hour Construction

## Outreach Training Program

OSHA Construction Outreach Training is an orientation and safety program for workers involved in the construction industry. The 30 hour OSHA Outreach Training Program provides training for supervisors or workers with some safety responsibility on the recognition, avoidance, abatement, and prevention of safety and health hazards in construction industry workplaces. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. Training emphasizes hazard identification, avoidance, control and prevention. Persons successfully completing the course receive a certificate of completion issued through the OSHA Training institute indicating their achievement.

New England and surrounding states now require all on-site construction workers to have received at least 10 hours of construction training in hazard recognition and OSHA's role in seeking and enforcing safety on the worksite. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

Supervisors and workers having some safety responsibility should therefore have additional safety training to monitor and enforce the goals and objectives of this state-required mandatory training. This course meets these requirements through a five-day course of instruction, discussion and practical exercise about the major accident-causing hazards found on construction worksites. Persons successfully completing the course then will receive a certificate of completion issued through the OSHA Training Institute indicating their achievement.

### Topics Included:

**Concrete and Masonry Construction**  
**Confined Space Entry**

**Cranes, Derricks, Hoists,  
Elevators, & Conveyors**  
**Ergonomics**  
**Excavations**

**Fire Protection and Prevention**  
**Materials Handling, Storage, Use and Disposal**  
**Motor Vehicles, Mechanized Equipment and Marine**  
**Operations; Rollover Protective Structures and**  
**Overhead Protection, and Signs, Signals and**  
**Barricades**

**Powered Industrial Vehicles Safety and Health Programs**  
**Scaffolds**  
**Steel Erection**  
**Tools – Hand and Power**  
**Welding and Cutting**



CRN: 3456 PRFD M6333  
Dates: Mon, - Fri,  
October 8 - 12, 2012  
Time: 8:30 a.m. to 4:30 p.m.  
Fee: \$399,  
Instructor: David Reed

# OSHA 10-Hour Construction Outreach Training

State Required Course for Construction Workers

This is an orientation and safety program for workers involved in the construction industry. The 10 Hour OSHA Outreach Training Program provides training for workers on the recognition, avoidance, abatement, and prevention of safety and health hazards in construction industry workplaces. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. Training emphasizes hazard identification, avoidance, control and prevention. Persons successfully completing the course receive a certificate of completion issued through the OSHA Training Institute indicating their achievement.

New England and surrounding states now require all on-site construction workers to have received at least 10-hours of construction training in hazard recognition and OSHA's role in seeking and enforcing safety on the worksite. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

This course meets these requirements through a two-day course of instruction, discussion and practical exercise about the major accident-causing hazards found on construction worksites. Persons successfully completing the course then will receive a certificate of completion issued through the OSHA Training Institute indicating their achievement.

## Topics Included:

**Cranes, Derricks, Hoists, Elevators, & Disposal**

**Excavations**

**Materials Handling, Storage, Use and Disposal**

**Scaffolds**

**Stairways and Ladders**

**Tools – Hand and Power**

## Sessions Available:

CRN: 3278 PRFD M6332

Dates: Saturdays, October 13  
& 20, 2012

Time: 8:30 a.m. to 3:30 p.m.

Fee: \$229

Instructor: David Reed

CRN: 3454 PRFD M6332

Dates: Tuesday & Wednesday,  
October 23 & 24, 2012

Time: 4:00 p.m. to 10:00 p.m.

Fee: \$229

Instructor: David Reed

# OSHA 30 Hour General Industry

## Outreach Training Program:

OSHA General Industry Outreach Training is an orientation and safety program for people involved in general industry. The 30 hour OSHA General Industry Outreach Training Program provides training for supervisors or workers with some safety responsibility on the recognition, avoidance, abatement, and prevention of safety and health hazards in general industry workplaces. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Persons successfully completing the course receive a certificate of completion issued through the OSHA Training institute indicating their achievement.

OSHA views enforcement of its general industry standards as vital to workplace safety and health. To accomplish its mission of reducing workplace injuries, OSHA continues to maintain its high level of workplace inspection activities. As a result, there has been 15% increase in the number of violations issued by OSHA last year over preceding years. Through this outreach training, supervisors and workers can be more knowledgeable about workplace hazards and what OSHA expects and is looking for.

Supervisors and workers having some safety responsibility should therefore have this additional safety training to monitor, understand and enforce the goals and objectives of these state and federally enforced standards. This course provides this understanding through a five-day course of instruction, discussion and practical exercise about the major accident-causing hazards found in general industry. Persons successfully completing the course then will receive a certificate of completion issued through the OSHA Training Institute indicating their achievement.

### Topics Covered:

**Hazardous Materials (Flammable and Combustible Liquids, Spray Finishing, Compressed Gases, Dipping and Coating Operations Permit-Required Confined Spaces Lockout/Tag out Machine Guarding Welding, Cutting, and Brazing Introduction to Industrial Hygiene Blood borne Pathogens Ergonomics Fall Protection Safety and Health Programs Powered Industrial Vehicles**



CRN: 3279 PRFD M6335  
Dates: Mon. - Fri,  
November 5 - 9, 2012  
Time: 8:30 a.m. to 4:30 p.m.  
Fee: \$399  
Instructor: David Reed

# OSHA 10-Hour General Industry

## Outreach Training:

OSHA is stepping up its enforcement program and is aggressively penalizing companies that violate the OSHA standards. This course gives the worker a tool to help identify hazards and avoid them, while also seeking to reduce or eliminate the hazard before OSHA finds it. This course meets these objectives through a two day course of instruction, discussion and practical exercise about the major accident-causing hazards found on general industry worksites. Persons successfully completing the course then will receive a certificate of completion issued through the OSHA Training Institute indicating their achievement. This course is aimed at the general industry worker. OSHA suggests that frontline supervisors, foreman, and managers take the 30-hour general industry outreach training course.

**Topics Include:****Hazardous Materials****Materials Handling****Machine Guarding****Introduction to Industrial Hygiene****Blood borne Pathogens****Ergonomics****Safety and Health Program****Fall Protection**

CRN: 3280 PRFD M6334

Dates: Saturdays,  
September 22 & 29, 2012

Time: 8:30 a.m. to 3:30 p.m.

Fee: \$229

Instructor: David Reed

CRN: 3455 PRFD M6334

Dates: Tuesday & Wednesday,  
September 25 & 26, 2012

Time: 4:00 p.m. to 10:00 p.m.

Fee: \$229

Instructor: David Reed



# Manufacturing Technology

For Details & Start Dates On These Programs:

Welding Technology Program  
Manufacturing Electronic Fundamentals Program  
Electro-Mechanical Technology Program

**Please Call Paul Felici or Diane Mistos at (860) 253-3189**

## Machine Technology (Certificate) Level I

Cost for Machine Technology Level I Certificate - Including all books and materials is \$3,475.00\*\*. Courses may be taken individually.

Pathway to entry into CCSU's School of Technology (2.0 QPA required with no grade less than "C"), the Technology Studies: Machine Technology Option provides a solid comprehensive GENERAL EDUCATION in engineering technology, industrial technology, mathematics, and the sciences as provided by the standard Technology Studies program, but with a concentrated focus on machining technology. By the time students complete the entire program, they will have completed and been awarded both the Machine Technology Level I and Level II Certificates. Completion of the entire program with an average grade of "C" provides for automatic continuation at Central Connecticut State University's School of Technology or Charter Oak State College, where the student can earn a Bachelor of Science degree in engineering technology, industrial technology, or technology education. The college plans to make available this fall a Monday through Friday, 5:00 – 9:30 p.m. Machine Technology Level I and II certificate program featuring CNC and Solidworks software and applications. The program will operate a total of 40 weeks with approximately 900 hours of classroom theory and manufacturing applications in our machining lab, which includes more than 40 CNC and manual machines. Asnuntuck also possesses the latest software and an ultra modern computer lab. Asnuntuck has established itself as both a leader and forerunner in the advanced manufacturing technology community. The college enjoys great relationships with scores of companies in both Massachusetts and Connecticut. The college is located fewer than 3 minutes from Route 91, Exit 48 in Enfield. Hartford to the south is perhaps 20-25 minutes and Springfield to the north is fewer than 20 minutes away. If you have an interest in either our day program or this new evening certificate component, please call, email, or take the short ride to Enfield and Exit 48 off Route 91. The college is less than one mile from the exit and just past the Enfield Square Mall and a host of car dealerships. Simply stay on Elm Street, and you will see the college on your right. Drive around to the rear of the campus, and the entrance to the manufacturing technology center is close by. Check out the website at [www.asnuntuck.edu](http://www.asnuntuck.edu) and click onto "Manufacturing Technology". Hundreds of successful graduates are employed in a variety of advanced manufacturing industries in the greater New Haven Hartford-Springfield area. Advanced Manufacturing has been the focus of many recent speeches and news releases by President Obama and Governors Patrick of Massachusetts and Malloy of Connecticut. Employers have well-paying career opportunities, but they cannot find people with the requisite skill sets.

## LEVEL I CERTIFICATE

Number	Title	Credits
+MFG* 124	Blueprint Reading I	2
+MFG* 151	Manufacturing Machinery - Drill Press & Saw	1
+MFG* 152	Manufacturing Machinery - Grinding	2
+MFG* 153	Manufacturing Machinery - Bench work	1
+MFG* 154	Manufacturing Machinery - Lathe I	2
+MFG* 155	Manufacturing Machinery - Milling I	2
+MFG* 156	Manufacturing Machinery - CNC I	2
Level I Certificate, Subtotal:		12

### MFG\* 124: Blueprint Reading I – 2 credits

First course in blueprint reading. The study of orthographic projection. Topics include lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways diameters and radii. Also, geometric tolerancing and dimensioning is covered.

CRN: 1043  
Dates: TBA

### MFG\* 151: Manufacturing Machinery - Drill Press & Saw – 1 credit

Course on sawing and drilling machines. Topics covered include use of cutoff saws, use of drill presses, using the vertical band saw, drilling tools, countersinking, reaming and counterboring.

CRN: 1044  
Dates: TBA

### MFG\* 152: Manufacturing Machinery - Grinding – 2 credits

Course on the use of various grinding machines. Topics covered include selection and identification of grinding wheels, truing, dressing and balancing wheels, grinding fluids, using the horizontal spindle reciprocating table surface grinder, using the cylindrical grinder, and using the tool and cutter grinder.

CRN: 1045  
Dates: TBA

### **MFG\* 153: Manufacturing Machinery - Benchwork – 1 credit**

A basic course in the fundamentals, principles, practices, and tools used in semi-precision and precision layout and in the various tools, methods, and procedures for common machine shop benchwork. Topics will include measurement systems, layout principles, hand tools, and power tools.

CRN: 1046  
Dates: TBA

### **MFG\* 154: Manufacturing Machinery - Lathe I – 2 credits**

First course in the use of the lathe. Topics include identification of major components of the lathe, tool holders and tool holding, cutting tools, operating the controls, facing and center drilling.

CRN: 1047  
Dates: TBA

### **MFG\* 155: Manufacturing Machinery - Milling I – 2 credits**

First course on the vertical and horizontal milling machines. Topics to include cutting tools and holders, setups, spindles and arbors, work holding methods.

CRN: 1048  
Dates: TBA

### **MFG\* 156: Manufacturing Machinery – CNC I – 2 credits**

First course in CNC machinery and programming. Topics include Cartesian coordinates, safe use of CNC equipment, setup and operate a two axis CNC lathe and a three axis CNC machining center, programming and runoff of parts

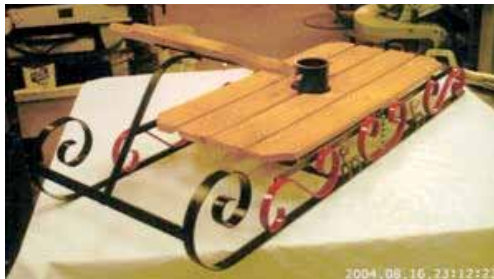
CRN: 1049  
Dates: TBA

# Welding, Ornamental Iron Working & Fabrication

Course Description: Introduction to Arc welding, welding safety, equipment safety and general knowledge, ornamental iron and fabrication. Each student will complete a project utilizing the knowledge and skills acquired in the class. Classes cover Gas, Arc, MIG, TIG welding and plasma cutting. Class size is limited to 12 students.

On completion of the class students will be able to:

- Recognize safety hazards in the shop environment
- Perform basic welds with MIG, TIG and Arc welding processes
- Design and fabricate ornamental pieces



CRN: 3422 MFT M6428

Course Length: 2x a week  
for 12 weeks

Dates: Tuesdays &  
Thursdays, September 20 to  
December 13, 2012  
(no class 11/22)

Times: 6:00 p.m. – 8:00 p.m.

Instructor: Steve Goodrow

Fee: \$590.00 - includes  
materials

# Business & Industry – Career Skills

## The Leadership Quest Certificate Program (18 hours)

John F. Kennedy once said, “Leadership and learning are indispensable to each other.” In this invigorating, uber-interactive certificate program, you will learn how to nurture and enhance your leadership skills, thus increasing the effectiveness of interpersonal workplace relationships and professional productivity. You will gain a better understanding of the strengths and weaknesses of your leadership style, as well as acquire an abundance of “take aways” that you can immediately put into practice. Prior to the start of the first class, you will be provide a 360 degree survey to complete, which will help you to conduct a customized professional development plan. The program will focus on a variety of instructional formats including assessment tools, small group exercises, and case studies. There will be five points of emphasis: self-growth; workplace ethics; communication with your manager, coworkers, and staff; team building; and change management. You will learn how to develop five key habits of successful leaders: challenge the existing process, create a collective vision, motivate others toward action, become a role model, and encourage the energy flow. This program will empower you to become a leader who can inspire yourself, acquire solid leadership skills, and fire up your staff!

CRN: 3436 PRFD M6344  
Dates: Thursdays, October 25,  
November 1, 8, 2012  
Time: 9:00 a.m. – 4:00 p.m.  
Fee: \$285  
Instructor: Margaret DeMarino

## Customer Service Specialist Certificate Program (18 hours)

Learn How to Deliver Amazing Customer/Constituent/Client Service

### **YOUR SOCIAL SKILLS TRANSLATE INTO HARD FINANCIAL RESULTS FOR YOUR COMPANY OR ORGANIZATION.**

- According to industry standards, it costs six times as much to acquire a new customer as it does to retain a current customer.
- Some studies extrapolate the value of a \$3.50-a-weekday customer into a Customer Lifetime Value of \$3,500.
- That's the Direct Cost of losing one customer. Then there is the Indirect Cost of losing a customer, which increases the cost exponentially...
- Conversely, amazing CustomerCentric skills help to create and maintain a long term relationship with your organization's constituents.
- Take this nine-class course to upgrade your skills and deepen your understanding of true **CustomerCentric** attitudes and behavior.



This comprehensive, in-depth, three course program explores what it means to provide amazing customer service, how to get your staff to buy into the concepts, how to provide it across many situations and environments---all while maintaining your sanity, sense of humor, and personal safety. The course is interactive and dynamic, flexible enough to address individual workplace questions during the program. We will study customer retention, and practical application of theories, learning from each other and from the giants in the industry. Successful completion of the course results in a Certificate. Each Module will explore a variety of topics and include a team discussion or challenge, culminating with a writing assignment or knowledge assessment. The coursework will cover, but will not necessarily be limited to, the following:

### Course #1: Refresher---The Foundation

Class 1: Introduction to each other and the course. Industry standards. Popular misconceptions, best kept secrets, learning your systems, scripting for various media.

Class 2: Our friend, the irate customer. Gaining and retaining respect. Questions of ego. Etiquette and rules. Specific tactics.

Class 3: Listening. Formulating and utilizing questions. Internal and external customers. Building your reputation.

### Course #2: Intermediate---Controlling Your Environment

Class 4: Tangibles and intangibles. Outbound service and unsolicited/solicitation calls. Industry terms and tactics. Addressing the burn-out challenge.

Class 5: Negotiations. Multi-ethnic challenges. Objections, rebuttals, positive and negative messages. Staffing considerations.

Class 6: Techniques for interacting with a variety of constituent personality types. Thanking the customer "even though." Delivering unwelcome news. Staying safe.

### Course #3: Advanced: Psychology/Sociology/Theory and Application

Class 7: Theories of emotional labor. Cognitive dissonance. The Customer Experience.

Class 8: Toxic revenue, service recovery, when and how to fire a customer. Hiring for optimum constituent and department satisfaction.

Class 9: The future of Customer Service. High tech/high touch. Evolving media. Local and global implications.

CRN: 3457 PRFD M6327

Date: Wednesdays,

September 26 –

November 21, 2012

Time: 6:00 p.m.-8:00 p.m.

Fee: \$299

Instructor: Jeannie Newman

**About The Instructor:** *Jeannie Newman's background encompasses development and management of call centers and marketing, fundraising, and customer service departments across a wide variety of industries, both in the private and nonprofit sectors. She has developed and operated her own consulting business. As a principal in JZN Associates, she delights in helping individuals realize their business and career objectives. She currently offers Professional Development and Career Development classes, workshops, and seminars to a variety of organizations, and is the internship coordinator for a vocational school. She is known for her energetic and interactive presentations.*

*Jeannie is a graduate of Asnuntuck Community College, where she was elected to Phi Theta Kappa and an honoree in "Who's Who in American Junior Colleges." She is a former Ada Comstock Scholar at Smith College, and graduated with honors from Charter Oak State College. She is a long time member of Mensa. Her avocations include gardening and genealogy.*

## Professional Certificate Program for Secretaries, Administrative Assistants and Clerical Support Staff - (18 hours)

If you need to learn how to take minutes, write emails more quickly and efficiently, improve your punctuation, or streamline office procedures, this workshop will show you how! In this stimulating and interactive program, you will find dozens of “shortcuts for secretaries” that will help you increase your productivity and organizational skills. You will also learn how to manage “desk stress” and cut the clutter, with proven rules-of-thumb, such as the “one-minute rule.” You will also learn key skills that will help prepare you for a supervisory position, such as how to give clear instructions, how to provide nurturing feedback, and how to motivate others.

CRN: 3437 PRFD M6345  
 Dates: Thursdays,  
 December 6, 13, 20, 2012  
 Time: 9:00 a.m. – 4:00 p.m.  
 Fee: \$285  
 Instructor: Margaret DeMarino

## “Communication Skills a Must!” - Improving Interpersonal Workplace Skills through Workplace Communication - (18 hours)

Ever think of the perfect thing to say—when it's too late? Or perhaps you're becoming frustrated with the amount of explaining it takes for others just to get the job done. This certificate program will help you build essential and effective communication skills—whether you're interacting with clients or co-workers, reporting upward, or working as part of a team. You'll learn to manage emotional responses, develop intuition (internal wisdom), create “default language,” and enhance your critical thinking skills under stress to position yourself as a true professional. You will learn:

- The five keys to creating effective communications
- Strategies for identifying and overcoming listening blocks
- Ways to “read” a person through observing body language “clusters,” including gestures
- The Four Basic Communication Personality/Behavioral Styles and how to adapt to each
- Eight critical assertive communication practices
- Ways to identify and shift ten major “hidden agendas” of others
- Methods to adjust to how group dynamics and group roles influence behavior
- Proven techniques for handling conflict
- Techniques for dealing with workplace stress

CRN: 3438 PRFD M6346  
 Dates: Thursdays,  
 October 4, 11, 18, 2012  
 Time: 9:00 a.m. – 4:00 p.m.  
 Fee: \$285  
 Instructor: Margaret DeMarino

## Communication Fundamentals

This course will improve your effective communications at work, home, school, as well as with family and friends. Students will learn how to employ and utilize various communication tools which lead to success. This course employs a unique team-taught class format, where students will learn, discuss, and practice better communication from a variety of perspectives and techniques. Topics include the following: communicating with technology, body language, the power of persuasion, time management, leadership, group speaking, global and cultural communication, as well as tips and suggestions for oral and written grammar/punctuation.

CRN: TBA  
 Date: Thursdays, 10/4, 10/11,  
 10/18, 10/25, 11/1, 11/8, 11/15  
 Time: 7:00 p.m. – 9:00 p.m.  
 Fee: \$199  
 Instructors: Monique Hulbert  
 & Eileen Krar

**About the Instructor:** *Monique Hulbert* earned her MBA and BA in English from Western New England University. She formerly worked for United Technologies Corporation where she provided business and technical research to thousands of internal customers. She is a certified teacher with strong connections to higher education in CT and MA. Monique has taught full and part time at many area colleges and focuses her efforts in a variety of areas including computer technology, business, and communication.

**About the Instructor:** *Eileen Krar* possess a BS in Finance from King's College and a Masters in Communication from the University of Hartford. She has 17 years of experience in the insurance industry with a focus on employee benefits and consulting. Currently, Eileen serves as a Consultant in the Mercer Health and Benefits Practice in Hartford, CT. She has formerly served in various roles for a number of national known companies in various assignments including; Senior Underwriter, Stop Loss Underwriter, and Financial Underwriter.

## Careers Skills / Real Estate

### Sales Manager / “Skills to Become a Street-Smart Sales Manager” (2 hours)

It's a fact.....Bad stuff rolls downhill plus 24 other rules that will help make you a Street-Smart Manager. This seminar focuses on a common sense, no nonsense approach to sales managing. It's all the things you know or should know about dealing with the people you supervise to get the optimum performance. You have to be here to share the experience. Imagine you have just been promoted to manager and the selected method for your training is osmosis. This is the gradual, often unconscious, absorption of ideas through continual exposure rather than deliberate learning. This seminar will be of great value to all aspiring new and experienced managers to get a real down to earth refresher on all the things they have to remember to get the job done and work well with their staff. Get to share all the street-smart experience of a highly recognized management professional who wrote the book. Note: Textbook is required

CRN: 3432 PRFD M6330  
Dates: Saturday,  
October 6, 2012  
Time: 10:00 a.m. – 12:00 p.m.  
Fee: \$69  
Instructor: Michael Fishman

### Getting Sold On A Sales Career (3 hours)

This is an introductory certification course that explores all the exciting and rewarding opportunities of a sales career.

This course is designed for the benefit of those students who want to learn all the “ins and outs” of a professional sales career. It is designed to give a basic understanding of how to become a successful salesperson. It will include: Time Management, Presentation, Closing, Techniques. The world of sales has unlimited potential for the right candidates. This course will help steer you in the right direction. Note: Textbook is required.

CRN: 3433 PRFD M6331  
Dates: Saturday,  
October 13, 2012  
Time: 9:00 a.m. – 12 p.m.  
Fee: \$76  
Instructor: Michael Fishman

**Instructor: Michael Fishman**

*Michael Fishman became a highly-experienced professional sales manager working for a Fortune 500 Company. He has combined his successful teaching and business backgrounds to become a motivational speaker and trainer. His lifetime achievements of hard-earned practical knowledge and presentation skills have given him a unique ability to pass this wisdom onto others. He shares many of his stories in his book.*

## The Different Views of Interviews (2 hours)

This is a workshop geared to explore the interview process from both sides of the table. The employer's number one job is to hire and train the best possible candidate. Knowing the correct format, question, answers and body language will go a long way towards making the right decision. The job of the prospective candidate is to be prepared for the interview and to put themselves in the best possible position to win that job. Knowing how to answer and respond to the most common questions is imperative for success. By looking at all the compelling dynamics involved, this class will benefit managers, employers and job seekers. It is a fundamental training tool that can be of great value for those who have no formal training and yet are expected to make critical decisions.

CRN: 3434 PRFD M6343  
 Dates: Saturday,  
 October 27, 2012  
 Time: 10 a.m - 12 p.m.  
 Fee: \$38  
 Instructor: Michael Fishman

## Succeeding in the Workplace: #101 (6 hours)

In this competitive environment, standing out in a crowd is essential to succeed in the work place. This course consist of four classes that will provide the student with insights into how to make yourself stand out, coupled with the tools to keep you ahead of the group as you progress up and through your career ladder. In addition, this course will provide real-time understanding on how to make yourself valuable by executing specific job fundamentals flawlessly, demonstrating accurate and highly charged organizational skills, exhibiting successful multi-tasking techniques and dependable job completions/deliverables that will make you confident and communicate your value to your company.

**About the Instructor:** *Richard Toney has overcome many barriers throughout his career that have made him smarter, wiser and willing to give back to others. He has extensive experience in organizational structure, time planning, multi-tasking, sales and customer services, as well as manufacturing operations and project planning/ completion.*



CRN: TBA PRFD M6373  
 Dates: Wednesdays: 10/10, 10/17,  
 10/24, 10/31, 2012  
 Time: 6:00 p.m. – 8:00 p.m.  
 Fee: \$129

Class #1 - Bringing Value to Your Employer  
 Class #2 - How to Stay Ahead of the Pack  
 Class #3 - Sales Techniques and Technology  
 Tools that Create Confidence  
 Class #4 - Management and Supervision:  
 Concepts and Conflicts

# Professional Bartending with S.M.A.R.T. Certification

## WIA Approved Course

This professional bartending course includes the state and national SMART certification (Server & Managers Alcohol Responsibility Training) recognized by the Connecticut Department of Liquor Control and police departments. Certification teaches responsible service of alcohol with extra emphasis on checking I.D.'s, 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. The S.M.A.R.T. certification is recognized by liquor administrations throughout the country, and those who hold a S.M.A.R.T. certification lower the liquor liability at any place they work. Anyone who is 18 years or older, looking for a new skill which can be used immediately in restaurants, clubs, hotels or at catering companies, will benefit from this course. Students receive a certificate of completion for the Professional Bartending course and a S.M.A.R.T. wallet sized certification card. Students must be 18 years old or older. No real alcohol is used. Job Placement assistance will be available. Material fee of \$35.00 includes manual and certification.

CRN: 3102 SPIN M5016

Dates: Saturdays,  
October 6 & 13, 2012

Time: 8:30-3:30 p.m.

Fee: \$245

Instructor: Paul Rich

NOTE: Students will not be  
accepted into the class if  
they are late.

# S.M.A.R.T. Certification For Servers Of Alcohol

Servers & Managers Alcohol Responsibility Training is a 3-hour certification course developed by those in the hospitality industry for the hospitality industry. Participants will learn to identify signs of intoxication using the traffic light system as well as learning Connecticut's liquor rules, regulations and laws. This course has an intense focus on checking I.D. properly and underage drinking. Material Fee of \$35.00 includes manual and certification.

CRN: 3452 SPIN M7032

Dates: Saturday, October 6, 2012

Time: 8:30 a.m. – 11:30 a.m.

Fee: \$75, Instructor: Paul Rich

NOTE: Students will not be  
accepted into the class if  
they are late.

# Finance & Investments

Learn to understand and appreciate both theoretical and practical aspects of the investment process,

trade-offs involved in an investment decision, research necessary to make a good investment decision and to select appropriate investment techniques. Topics to be covered are as follows: Common Stocks, Fixed Income, Portfolio Management, Derivatives, Preferred Stocks, Tax Advantaged Investments, Real Estate and related Tangible Investments.

**About the Instructor:** *Richard Sprinthall has an MBA and is a graduate of the Williams College of School of Banking. He has over 25+ years of industry experience and currently serves as Financial Advisor to several Brokerage Firms and Insurance Companies. He has taught a variety of Financial and Investments courses at numerous area colleges as an adjunct faculty member.*

CRN: TBA

Dates: Mondays, 9/24, 10/1,  
10/15, 10/22, 10/29, 11/5, 2012

Time: 7:00 pm – 9:00 pm

Fee: \$189

(Text required: Fundamentals of  
Investing, 11th Edition, Gitma,  
Joehnk, and Smart,  
ISBN: 9780136117049.  
(Available on amazon.com)



# Getting Paid to Talk, Making Money with Your Voice

An Introduction to professional voiceovers. Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voiceover work for television, film, radio, audio books, documentaries and the Internet in your area. We will cover all the basics, including how to prepare the all-important demo, how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors. Class participants will even have a chance to record a commercial script under the direction of our Voicecoaches.com producer!

This class is informative, lots of fun, and a great first step for anyone interested in voice acting professionally. Space is limited, and registration closes one week prior to class, so register early.

CRN PRFD M6026

Date: Monday,  
November 5, 2012

Time: 6:30 p.m.-9:00 p.m.

Fee: \$ 30

Instructor: Voice Coaches Staff

Learn more here! [www.voicecoaches.com/gppt](http://www.voicecoaches.com/gppt)



# Careers Skills / Real Estate

## Become a Real Estate Salesperson

### **WIA Funding Approved Course (60 hours)**

Your first step is to register and pass the Real Estate Principles & Practices course. This pre-licensing course is required by the State of Connecticut. Applicants who completed a 30-hour Principles & Practices course after October 1, 1994 may complete a 30-hour portion of Principles & Practices course rather than completing the entire 60-hour course. *"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 Asnuntuck Community College can be found at the DCP website under the title of Real Estate Consortium of CT Community Colleges."*

## Real Estate Practices & Principles

### (60 Hours Salesperson Requirements)

Principles and Practices is the real estate salesperson and broker pre-licensing course required by the State of Connecticut. This course provides a comprehensive introduction to the real estate business for those interested in learning more about this exciting industry. Those students intending to sit for State of Connecticut licensing exam must attend and pass this course with a grade of 70 or better, including 30-hour only students.

Required texts will be available for purchase from instructor the first night of class. If you have specific questions, please contact the Real Estate Division at (860) 713-6150. Cost of books is \$100.00, payable to the instructor the first night of class.

CRN: 3122 REAL M6000  
Dates: Mondays &  
Wednesdays,  
September 10-  
November 5, 2012  
Time: 5:30 p.m.-9:30 p.m.  
Fee: \$399  
Instructor: Andrew Pappas

## PSI Real Estate Exam Prep Course!

This course is a refresher for students that have completed the 60-hour Principles and Practices Real Estate Salesperson certificate class. The instructor will introduce a course of study and test taking techniques. The instructor will review all material in the 60-hour course in 3.5 hours to give you the tools needed to pass the PSI exam for the Real Estate Salesperson. No book required, practice tests included from instructor. Pre-requisite: Proof of a current Certificate from an approved Real Estate School.

CRN: 3466 REAL M6001  
Dates: Mondays,  
November 12, 2012  
Time: 5:30 p.m.-9:00 p.m.  
Fee: \$79  
Instructor: Andrew Pappas

# Manage Your Money..Don't Let Your Money Manage You!

One way to save money is to learn how to be a better manager of your personal finances. In this course you will learn how the economy works, good times and bad times, discussion, simple format to assist the participants, review financial trends and possible techniques to manage money.

CRN: 3474 SPIN M7259  
Dates: November 19 & 29, 2012  
Time: 5:30 p.m.-9:00 p.m.  
Fee: \$ 99  
Instructor: Andrew Pappas

Dr. Steve Sobel's Fall Feature Presentation Include:

## Dancing with Wolves: How to Deal Superbly and Creatively with Difficult People and Life Situations

Steve will teach you what the most effective strategies are for dealing with the "Wolves" who can make life miserable for you at work or at home. This is an essential program for taking control of your life. Successful people know how to work effectively with Wolves. Today's changing organizations need to know how to make sure everyone is working cooperatively and communicating pro-actively.

CRN: TBA  
Date: Tuesday, October 9, 2012  
Time: 6:30 pm – 8:00 pm  
Fee: \$39  
Instructor: Dr. Steve Sobel

## Laugh More, Live Longer

Steve provides you with his unique ideas to bringing more laughter, joy, and optimism into your life and into the lives of the people/clients/customers you deal with daily. Those who laugh will last, especially when life becomes most challenging. This rejuvenation program brings a standing ovation! As a member of the audience, you will cry with tears of joy from all the laughter as you learn to "laugh with life". Treat yourself to the power and benefits of lightheartedness as only Steve can deliver it.

CRN: TBA  
Dates: Tuesday,  
November 13, 2012  
Time: 6:30 pm – 8:00 pm  
Fee: \$39  
Instructor: Dr. Steve Sobel

# Filling the Gaps: The Precision Manufacturing Employment Disconnect Dilemma

Steve will take a humorous but serious look at the employment landscape in Connecticut, as it relates to the need among manufacturing companies for advanced precision machinists in the aerospace and medical industry clusters. Steve will use reality-based ironies in a lighthearted manner to address the serious disconnect between manufacturing companies and unemployed/displaced individuals searching for meaningful and productive jobs, to support themselves and their families. Steve will offer suggestions on how to “fill the gaps” and connect the disconnected disparate groups of manufacturing companies and the need for growing a robust pipeline of present and future skilled advanced precision machinists.

CRN: TBA  
Date: Tuesday,  
December 11, 2012  
Time: 6:30 pm – 8:00 pm  
Fee: \$39

**About the Instructor:** *Dr. Steve Sobel, Speaker Extraordinaire, one of the country's most adored speakers, educators and humorists, will personally lead a series of three feature presentations. Steve is the author of the best seller, “The Good Times Handbook – Your Guide to Positive Living and Exciting Life” and he appears regularly on television and radio throughout the United States and Canada. Steve is a national favorite for his conference opening and closing presentations.*



# Active Lifestyle / Culture

## DO YOU WANT TO SAVE \$\$\$\$ MONEY!!!! LEARN HOW TO REALLY SAVE MONEY WITH COUPONS!

As part of my goal to help as many people as I can save money, I teach couponing classes. I highly recommend attending a class. I cover everything from how to use coupons effectively, to how to work grocery and drug store deals and everything else in between. The class runs for about two hours and gives you the basics of how to get started. I've had every type of person – male and female – in my classes from the very experienced couponer to the complete novice. I've never had anyone leave saying they didn't learn something.



## Couponing 101

Everyone knows about coupons and how to use them, but not everyone knows how to use them effectively. In this two hour course, participants will learn how to maximize their savings and use coupons to shop for FREE. Students must have basic computer and Internet skills.

Objectives- Participants will be able to:

1. Cut their grocery bill by at least half (within one month of taking this class)
2. Use couponing vocabulary
3. Read a blog list of grocery and drug store deals
4. Create an effective shopping list
5. Understand stockpiling
6. Effectively organize coupons
7. Use coupons to obtain items for free

CRN: 3287 SPIN M7225

Dates: Thursday,  
September 27, 2012

Time: 6:00-8:00 p.m.

Instructor: Gina Juliano

Fee: \$36

**About the Instructor:** *I am a young, 44-year-old woman whose passions are my family and friends, gardening, reading, and, of course, deal seeking. You'll find all my passions translate into posts on my blog. I even have a special series I write called "In the Garden" for anyone who enjoys having their hands in the dirt. And because I have been an educator for over 20 years (teacher, school counselor, and administrator), I also post freebies and deals for teachers. I know first-hand how hard educators work and how much of their own money they use on their classrooms.*



# Keeping the Stress Out of Holiday Shopping with Coupons

We all love the holidays, but the aftermath can be horrifying. It's no fun to pay for the holidays year round. What if you could cut your costs by a minimum of half? All it takes is some savvy shopping and a few tips and tricks. Join Gina Juliano as she reveals how you can. Students must have basic computer and Internet skills. Objectives- Participants will be able to:

1. Earn Amazon.com gift cards for free just by doing searches on the internet
2. Cut your grocery purchases in half
3. Never pay for toiletries again
4. Earn cash back on all the gifts you buy online
5. Buy \$25 Restaurant gift certificates for as little as \$2
6. Fill your kids' stockings for FREE

CRN: 3423 SPIN M7226  
 Dates: Thursday, October 25, 2012  
 Time: 6:00-8:00 p.m.  
 Instructor: Gina Juliano  
 Fee: \$36

## Couponing 102

Prerequisite: Couponing 101

You're all geared up to coupon: you have the background knowledge, the coupons, and the lists. But it might be nice to have a little "on the job" training. Join Gina Juliano as she takes you step by step through the grocery store and gives you hands-on instruction in the art of saving money with coupons. Students must have an Activity Waiver Form on file with the college to attend this class.

Please come prepared with your shopping list, coupons, and any questions. Class limit is 15. We will meet at Enfield ShopRite, 40 Hazard Avenue, Enfield.



CRN: 3424 SPIN M7254  
 Dates: Wednesday, October 10th, 2012  
 Time: 6:00—7:30 p.m.  
 Instructor: Gina Juliano  
 Fee: \$36



## Energize, Invigorate & Revitalize Yourself - (6 hours)

Feel younger, more refreshed and renewed. Increase your overall wellbeing, reduce your stress level, and develop a more positive outlook on life. Understand how to keep things in perspective and see both sides of the coin. Know how to maintain a sense of humor and rediscover your inner calm. We will incorporate self hypnosis, progressive relaxation techniques, self-massage, mini exercises for the office, breathing exercises, mindfulness meditation, and guided imagery and visualization. We will engage in mini exercises designed for the workplace to energize you. This will be a fun, interactive session so that participants can practice a variety of new skills. You will leave feeling more relaxed, joyful, and centered/balanced. (Dress comfortably – mat or towel & pillow are optional).

CRN: 3439 PRFD M6347  
Dates: Friday, November 9, 2012  
Time: 9:00 a.m. – 4:00 p.m.  
Fee: \$85  
Instructor: Noreen Reilly

## Self Confidence – From the Inside Out - (6 hours)

Do you ever feel like something or someone is holding you back from getting the success you deserve in life? Are you tired of worrying about what other people think? Discover the tools you need to master your destiny. You'll learn effective ways of improving your self-esteem using various techniques, tools, and helpful hints.

This will be a hands-on, interactive session using group discussions, writing and journaling exercises, role-playing, positive self-talk exercises, purpose-driven goal-setting strategies, and other activities. The atmosphere will be relaxed, comfortable, and thought provoking. Join us and embark upon a journey of creating a new YOU!

Learning Objectives:

- Discover how to change your beliefs, inner dialogue, and the words you say to others
- Learn to overcome self-sabotaging habits
- Understand and appreciate your strengths and gifts
- Become more aware of the messages you send with your body language and voice cues
- Gain more inner strength and peacefulness
- Become more confident, passionate, and empowered

CRN: 3442 PRFD M6301  
Dates: Friday, September 21, 2012  
Time: 9:00 a.m. – 4:00 p.m.  
Fee: \$85  
Instructor: Noreen Reilly

## Organizational Skills for the Creative Person – (6 hours)

Do you have a lot of terrific skills, but organization doesn't happen to be one of them? Are you tired of the same old organizational and time management methods that you don't use or that don't seem to work? Then come learn tips from someone who has devised unique strategies for overcoming the tendency of non-organization. Learn ways to get things done, accomplish your goals, save time, and have fun! Discover innovative ideas for motivating and rewarding yourself. We'll discuss creative ways for dejunking your home and office using mind maps, color, timers, and other unconventional techniques.

CRN: 3439 PRFD M6347  
Dates: Friday, November 9, 2012  
Time: 9:00 a.m. – 4:00 p.m.  
Fee: \$85  
Instructor: Noreen Reilly

## Maximizing Your Memory – (6 hours)

Discover ways to get your memory in peak condition. Learn how the memory functions inside the brain and the importance memory plays in everyday life. Develop strategies for improving and maximizing your brainpower. Explore ways to enhance your ability to remember: names and faces, where you put things, words, what you were doing or saying before you were interrupted. Be prepared to give your memory and your mind a workout in a fun, relaxed environment.

CRN: 3440 PRFD M6060  
Dates: Friday, December 7, 2012  
Time: 9:00 a.m. – 4:00 p.m.  
Fee: \$85  
Instructor: Noreen Reilly

## College Copilot - Guiding You from Decisions to Applications

One of the most important times in a student's life begins between sophomore and junior year when he or she begins to think about college. Some start researching and planning earlier than that while others talk to friends, family members and their guidance counselor. Many put it off as long as possible, despite the most well intentioned coaxing from family members. But the maze of the selection and application process can be confusing to even the most prepared student and their parents.

The goal of this course is to enhance the time college-bound students have with their guidance counselor, by being exceptionally prepared and ahead of the game. This course will walk through the steps from narrowing down to a major to school selection and evaluation and, most importantly, through the complex application process. If you don't know the difference between early action and early decision, this course is for you. Resources will be provided and recommended timelines will be outlined, so that the student and parent are better prepared to work with guidance counselors to make realizing the college dream a little less confusing.

Topics to be covered in this two class four hour session are as follows: Choosing a School, Choosing a Major, Preparing Your High School Curriculum, SAT and Related Testing, Admission Categories, References, Recommended Timeline and Resources, Common Application Process, Essay Tips, Financial Aid, Need Based Aid, Merit Aid, FAFSA and CSS Profile.

**About the Instructor:** Cori Rolland is a Marketing and Strategy Executive who currently serves as a Strategy Specialist to LEGO Systems, Inc. She holds a Master of Science in Business Management from Rensselaer Polytechnic Institute. Cori has successfully helped numerous students and their families.

CRN: TBA  
Dates: Tuesday, 10/23/12 &  
Wednesday, 10/24/12  
Times: 6:00 pm – 8:00 pm  
Fee: \$39  
Instructor: Cori Rolland

# Introduction to Digital Photography

So, maybe you own a digital camera, but are not getting the quality images you want. Or maybe you are getting great images, but don't know why. This may be the course for you. All the basics will be covered, including setting the aperture, shutter speed, and ASA; working with depth-of-field; selecting lenses; focusing the image; backing-up, editing, and cataloging your images. The specific controls on your camera that mystify most beginners will be explained thoroughly. You will learn to hand-hold your camera properly, as well as the advantages of using a tripod or monopod. You will be shown techniques to creatively light and compose your image, be it portrait, nature, landscape, still object, documentary, or abstract. Finally, there will be time available in class for taking pictures and looking at each other's images. Students should bring their digital cameras (with instruction booklets) to class, along with photos they've taken.

CRN: 3292 SPIN M7227

Date: Wednesdays, October 3, 10, 17, 2012

Time: 6:00 p.m. – 9:00 p.m.

Fee: \$139

Instructor: Peter Glass

# Intermediate to Digital Photography

Now that you have a basic understanding of what photography is all about, it is time to take the next step. We will start with a review of the beginning photography course, using it as a foundation for this course, then move on to some new and exciting topics! Here are a few: We will delve deeper into the various controls on your camera, including those defined as "custom". You will learn the many advantages of shooting "RAW", as compared to "JPG". More advanced lighting methods, including creatively using a handheld flash, will be demonstrated. You will learn more adventurous composing ideas and have the opportunity to apply them while shooting pictures in class. And you will discover the wonderful world of digital imaging, using either Photoshop or Elements, where images can be fixed up, enhanced, or completely changed. Students should bring their digital cameras (with instruction booklets) to class, along with photos they've taken. Digital Photography (Introduction) (or its equivalent) or consent from the instructor is suggested before taking this course.



CRN: 3419 SPIN MZ251

Date: Wednesdays, October 31, November 7, 14, 2012

Time: 6:00 p.m. – 9:00 p.m.

Fee: \$139

Instructor: Peter Glass

## The Kitchen Sink Floral Designer (Part One)

Created especially for the casual and home designer, this course offers professional insights and guidance to increase consumer enjoyment of all things floral. Each of the four sessions will include informational background as well as instructor demonstration, followed by individual student's construction of the specific floral design projects. Evaluations of finished designs will serve to close the sessions. Students will learn about floral care, how to design in glass containers, how to work with design foam and incorporating ribbon and bows with floral. These classes will explore selected applications of Principles and Elements of Design.

**About the Instructor:** *Louise Pastormerlo is the owner of the home-based business "The Flowersmith" in Enfield. Known primarily for wedding and event designs, Louise has been involved in receptions for, among others, Mikhail Gorbachev, Tony Bennett and Boston Pops Orchestra conductor Keith Lockhart. Bill Cosby once requested to take home the floral design that Louise had made for his Green Room. Most recently, she fashioned a "Connecticut" lei for next-generation ukulele performer Jake Shimabukoro that featured leaves from Mountain Laurel, rhododendron and whole nutmeg.*

CRN: TBA

Dates: Wednesdays, 9/19, 9/26, 10/3, 10/17, 2012

Time: 6:00 pm – 8:00 pm

Fee: \$179 (Additional \$89 materials fee includes all fresh flowers and supplies)

Instructor: Louise Pastormerlo

## The Kitchen Sink Floral Designer (Part Two)

This four session class expands upon the knowledge base, skills and floral design proficiencies learned in Part One. The students participating in this class will create floral designs that incorporate a higher degree of complexity. Evaluations of finished designs will serve to close the sessions. These classes will further explore in more detail carefully chosen applications of Principles and Elements of Design.



CRN: TBA

Dates: Wednesdays, 10/24, 10/31, 11/7, 11/14, 2012

Time: 6:00 pm – 8:00 pm

Fee: \$179 (Additional \$89 Materials fee includes all fresh flowers and supplies)

Instructor: Louise Pastormerlo

## Bright and Festive 2012 Holiday Centerpiece Creation

Impress your family members, friends and relatives with a spectacular and attractive festive holiday centerpiece, which you will create under the watchful and experienced eye of a leading floral designer. This centerpiece will feature handsome taper candles, elegant and stylish ribbons, rich ruby red berries, brilliantly glittered-edged cones and premium first class evergreens. This long-lasting design will make a lovely and exquisite gift or keep it for yourself and enhance the festive charm of your own décor. Simply bring your enthusiastic holiday spirit, pruning shears. All materials to create this unique holiday centerpiece will be purchased for you

CRN: TBA

Date: Wednesday, 11/28/12

Time: 6:00 pm – 9:00 pm

Fee: \$69 (plus \$39 for all materials)

Instructor: Louise Pastormerlo

## 'Veterans: History and Heroes'

Do you love history? Are you interested in researching modern (World War II) era military topics, particularly primary sources for events involving the United States Navy or the Royal Navy? If you answered yes to these questions then this is the course for you! In this course, we will be reanalyzing "modern" military events through diligent use of primary sources with emphasis on how doctrine limits strategies and decisions in battle, and thus restricts "hindsight" analysis of past events.

Topics Include: Reality versus Fantasy (Understanding doctrine is the key to true research) and, Primary Research such as Original Reports, Period Manuals and Doctrinal "fighting instructions", Timely First Person accounts, and Modern First Person Oral Histories and Accounts.

**About the Instructor:** *Mark Horan is an internationally recognized expert on the Naval Battle of Midway and United States carrier operations in 1942. He is also an internationally recognized expert on Britain's Royal Navy Fleet Air Arm in World War II. He is the co-author of three books and the author of two magazine articles on these topics. He also brings with him the experience of researching American, British and Australian men that became prisoners of the Japanese and their subsequent fates at the hands of their foe.*

CRN: TBA

Dates: Saturdays, 10/13, 10/20, 10/27, 11/3, 11/10, 2012

Time: 10:00 am – 12:00 noon

Fee: \$129



# Social Modern Dancing (Swing, ChaCha, Foxtrot, Waltz, Polka)

Be a part of Social Ballroom Dancing where people learn to dance, friendships are made and Saturday night functions are held to allow students and public to practice and perfect their ability to dance. Learn the Swing, Cha Cha, Foxtrot, Waltz, and Polka in your first six weeks of dance class. Note: Must register with a partner. Ladies wear small heel and men dress shoe.

CRN: 3399 SPIN M7070

Date: Tuesdays, October 2, 9, 16, 23, 30, November 6, 2012

Time: 6:30 p.m. – 7:30 p.m.

Fee: \$60 per person

Instructor: Al Boudreau

**About the Instructor:** *Al Boudreau started his dance journey back in 1950 when he began studying dance with Donald Chrichton, best known as the lead dancer on the "Carol Burnett Show". He then went on to major in tap dancing with Billy Austin, an ex-Vaudeville performer, who taught dance until he was 76 years old. Al held his first dance recital in 1963 and in June of 2008, 45 years later, he held his final recital and began a new stage in his life continuing with his ever popular ballroom dancing classes. He choreographed many musicals for St. Gabriel Church in Windsor, CT in the 1970s as well as shows at Bay Path College in Longmeadow, MA and for The Opera House Players, formerly known as the St. Martha Players. He has also had a key role as director for the Ms. Senior Connecticut Pageant along with Jan Albetski from the Valley Repertory Company. In addition to teaching ballroom dance classes Al hosts and DJs a monthly Ballroom Dance for his students and the dancing public to enjoy their newly acquired talents on the dance floor. Al has his own studio CT Social Ballroom Dancing in Enfield, CT.*

## Wilderness First Aid

This Program will provide information and practical applications on how to handle common injuries and illnesses when medical care can be an hour or more away. It is designed for those who work, travel, and play in what would be considered remote locations for emergency responders to be able to get quickly. This program will teach you what to look for and what to do in the event of a medical emergency or illness and direct you to the appropriate type of care. Once you have successfully completed this program you will receive a course completion card from the Emergency Care and Safety Institute. This class is a basic class and requires 8 hours of instruction. Book is required for this course. To order your book call 1-800-832-0034 Ext 8197 Book Title: Wilderness First Aid: Emergency Care for Remote Locations, Third Edition ISBN -13:978-0-7637-5145-6

CRN: 3400 SPIN MZ259

Dates: Monday and Wednesdays, November 12, 14, 19, and 21, 2012

Time: 6:00 pm -8:00 pm

Fee: \$199 plus text

**About the Instructor:** *John P. Alexander, EMS-1. As a member of the emergency services for over the past 25 years, I have been involved in responding to several different types of situations like medical emergencies, fires and rescues to name a few. I also have had to work with many different individuals and family members in some of the most difficult times. I am certified by many different agencies as a Basic Life Support Instructor, Emergency Medical Services and Fire Services Instructor. I currently work as an Adjunct Instructor for many different agencies local, state and federal.*



## Sports Injuries

What happens, when you as the Coach, Assistant Coach, or Parent have a player or your son/daughter get hurt or become ill when participating in a sport activity and Emergency Medical Services isn't immediately available? This program is designed to give you the knowledge to handle many different situations that you may come upon whether on the soccer field, the tennis court or at the pool. This program teaches how to administer basic first aid to the sick and injured, as well as ways to prevent injuries and illness to your players. Once you have successfully completed this program you will receive a course completion card from Emergency Care and Safety Institute. This class is a basic class and requires 8 hours of instruction. Book is required for this course to order your book call 1-800-832-0034

Ext. 8197 Book Title: Sports First Aid and Injury Prevention,  
ISBN-13:978-0-7637-5556-0

CRN: 3401 SPIN MZ260

Dates: Monday and Wednesdays,  
October 15, 17, 22, and 24, 2012

Time: 6:00 pm -8:00 pm

Fee: \$199 plus text

Instructor: John Alexander

## B.L.A.S.T. (Babysitter Lessons and Safety Training)

The BLAST program is exciting and interactive, providing extensive training in pediatric first aid, household safety and the fundamentals in childcare.

Some of the areas of focus include:

- The most current practices for safety and injury prevention while babysitting
- First Aid Basics
- Reference tools for babysitting

This program is designed for children 12 and older looking to become babysitters. Will help in selecting safe and suitable games and activities and prevent accidents. With completion of this course students will receive a babysitting certificate. Book is required for this course. To order your book call 1-800-832-0034 Ext 8197 Book Title: B.L.A.S.T: ISBN -10:0763735167

CRN: 3404 SPIN MZ263

Dates: Monday and Wednesdays,  
November 5 and 7, 2012

Time: 6:00 pm -8:00 pm

Fee: \$75 plus text

Instructor: John Alexander

# Memoir & Monologue - Finding Your Voice & Telling Your Story

Have you ever thought your life would make a good book or movie? Or have you desired clarity around how your diversity of experiences connect to make you the person you are and create the reality you live? It is time to reflect upon the stories of your past to become the author of your future.

This interactive workshop consists of discussions and activities that stimulate memory, imagination, metaphor and sensory perception. Through creative writing assignments and collaborative exercises, the significance of story will be explored and individual and collective myths will be revealed.

The classes will cover:

- Creating a Safe Place for Personal Stories to Emerge
- Pointing Out Your Point of View
- Mining Your Memories
- Finding Your Voice
- Story of Birth & Story of Choice
- Giving & Receiving Constructive Feedback
- Finding Peace with Your Piece

CRN: 3429 SPIN MZ269

Date: Mondays, September 24,  
October 1, 8, 22, 29, November 5, 2012  
(no class 10/15)

Time: 6:00 p.m. – 8:30 p.m.

Fee: \$139

Instructor: Stacey Zackin

\* Visitors will be invited to the last class to hear participants read their written work.



**About the Instructor:** Stacey Zackin is a Certified Professional Life, Career & Health Coach who helps individuals and groups proactively pursue lives of passion, play & purpose. With academic degrees in Film/Photography, Industrial Social Work, Depth Psychology & Non-Profit Management, Stacey spent the last two decades in Los Angeles, helping entertainment professionals and non-profit organizations create strategies for success. Using her intuition, humor and sense of story, Stacey guides clients to discover unexplored narratives and become the authors of their future. You can listen to Stacey on 'The Work & Play List,' her radio show on WESU-FM 88.1 Middletown or learn more at [www.theCoach4you.com](http://www.theCoach4you.com).

## Publish Your Book Guaranteed

Are you a writer? Do you have a manuscript that you would love to publish? Did you know that many great writers got started by self-publishing? Don't miss this opportunity to learn how to self-publish and market your book. Topics that will be covered 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.

CRN: 3444 PRFD M6417  
Dates: Saturday, October 6, 2012  
Time: 9:00 a.m.-2:00 p.m.  
Fee: \$59  
Instructor: David K. Ewen

## Short Film Production, Marketing, and Distribution

Do you love movies? Do you have an idea for a movie to have the theater, TV or online? Learn to use their own camera to make a quality movie. You will receive the tools you need to make your project available on DVD, YouTube, Facebook, Amazon and/or streaming on your own website. Learn how to promote your project at film festivals and local public access television.

CRN: 3445 PRFD M6418  
Dates: Saturday, November 3, 2012  
Time: 9:00 a.m.-2:00 p.m.  
Fee: \$59  
Instructor: David K. Ewen

## Become A Radio Talk Show Host

Did you ever want to get your foot in the door to be on radio or TV? Have you wondered how to get a demo disk for radio stations to show them what you've got? Get the experience as talk show host on radio. Find out how to increase your listening audience. Learn the tools of creating and marketing an online radio show that is broadcast to cell phones, tablets, laptops, iPods, and websites. If you have a landline and high speed Internet, you can create an online radio show from home. Find out how to get the opportunity to make money through Revenue Sharing site with your show.

CRN: 3446 PRFD M6419  
Dates: Saturday, November 10, 2012  
Time: 9:00 a.m.-2:00 p.m.  
Fee: \$59  
Instructor: David K. Ewen

# Music Recording, Publishing, and Marketing

Are you a musician looking for your first break on a record label? Have you aspired for a recording contract? Succeed in doing it yourself. First, learn how to record your music and publish a CD, then learn how to market your product through radio, Amazon.com, iTunes, social media sites, retail stores, and entertainment venues. Your audience is waiting for you.

CRN: 3447 PRFD M6420  
Dates: Saturday, November 17, 2012  
Time: 9:00 a.m.-2:00 p.m.  
Fee: \$59  
Instructor: David K. Ewen

# Build and Maintain A Profitable Consulting Practice

Do you have an idea for your own business or consulting practice, but didn't know how to get started? In this workshop, you will get all the tips, tricks and techniques to succeed. Get all the tools and business knowledge to help make your idea profitable. Learn how to reach clients with a sellable identity and close contract deals. Know how to succeed with a strong and powerful marketing plan. Finish this class understanding all the planning and communication tools that are needed for a successful and profitable consulting practice.

CRN: 3448 PRFD M6421  
Dates: Saturday, December 1, 2012  
Time: 9:00 a.m.-2:00 p.m.  
Fee: \$59  
Instructor: David K. Ewen

# Scriptwriting

In this course you will learn the techniques of writing for the short film with emphasis on discovering sources for story ideas and methods for script development. Topics will include visual storytelling, writing strategies for using image and sound, dialogue and dramatization. Upon completion of this course each student should be able to:

- Understand the elements of a script
- Demonstrate writing strategies in storytelling, visualization, dramatization, character and dialogue
- Analyze a film or script in terms of the strategies listed above.

Textbook Recommended: Cooper, Pat and Dancyger, Ken. Writing the Short Film. Focal Press (1994)

CRN: 3449 SPIN M7255  
Date: Wednesday, October 3-  
November 17th, 2012 (no class 10/31)  
Time: 6:00 p.m. -7:30 p.m.  
Fee: \$139  
Instructor: Kathryn Pepe

# Horse Race Handicapping for Beginners

The bugles blare and the horses make their way to the starting gate. It is now post time and the excitement continues to mount. Did you pick a horse to win because you liked the name or it was your favorite number? While it is nice to be lucky, this is a sport with facts and statistics that will help steer you towards a much more probable conclusion.

Learn what it really takes to be an educated bettor and increase your chances for fame and fortune. This class will teach you all the basic elements of how to read a racing program, handicap a race and place all different types of wagers. Students in this class will get the fundamental skills necessary to compete in the Sport of Kings.

The class is designed to teach the fundamental knowledge and terminology to follow or wager on thoroughbred horse racing. Each student will be provided with a copy of a Daily Racing Form to use as a study guide. By going through step by step analysis of these selected races they will get to understand how a race is handicapped. In addition they will get good information on the proper way to place bets and maximize the laws of probability. It is intended for a cross section of ages that are interested in the entertainment value of going to the track.

**About the Instructor:** *Michael Fishman recently retired from an extremely successful sales management career with a Fortune 500 company. As a native New Yorker he had the opportunity to grow up with friends and relatives that loved to watch horse racing. Being a good student of the game he has learned many hard earned lessons and valuable experiences packed into fifty years of participation. This former New York City teacher is the author of the "Street-Smart Manager" and has been a Connecticut resident since 1986.*

CRN: 3275 SPIN M7215

Date: Saturday, October 20, 2012

Time: 9:00 a.m. – 12:00 p.m.

Fee: \$36

Instructor: Michael Fishman

CRN: 3431 SPIN M7215

Date: Saturday, November 3, 2012

Time: 9:00 a.m. – 12:00 p.m.

Fee: \$36

Instructor: Michael Fishman



# Secrets from the Vault: A Museum Insider's Guide to Preserving Your Treasures

Museums are the caretakers of our national treasures, but most families also have keepsakes or heirlooms they'd like to preserve for future generations. We all have at least one box in our attic or basement filled with things we want to save: scrapbooks, quilts, wedding gowns, photographs, love letters, children's artwork, jewelry, or even Grandma's china. How do museums protect their valuables from the ravages of time? Hear from a seasoned expert how museums care for antiques and art and how you can safeguard your own treasures at home. Learn to recognize the Eight Enemies of Art that may be endangering your most prized possessions and how you can prevent or minimize damage from them. Get tips and tricks for low cost solutions and learn when and whom to ask for professional help.

The first portion of the course would focus on the Eight Enemies of Art, which are all environmental factors which affect how long an object "survives". This would be accompanied by a digital slideshow of example of each type of damage but also physical examples for participants to handle and examine. They would deal with how to address these issues in participants' homes, what types of materials are safe for preservation, how to safely display, clean and store heirlooms and antiques without damaging them, and resources that are available to a collector (how to find a conservator, where to buy archival supplies, etc.). Generally, participants have questions about what to do with specific items they own, so a portion of the time would be devoted to these discussions.

**About the Instructor:** *Jane LeGrow has fifteen years' experience caring for museum collections at museums such as Heritage Museums & Gardens in Sandwich, Massachusetts and the Smithsonian Institution's National Museum of American History.*

CRN: TBA  
Dates: Thursday, 11/29/12  
Time: 6:00 pm – 9:00 pm  
Fee: \$49  
Instructor: Jane LeGrow

## Writing the Young Adult Novel

The recent success of series like *Twilight* and *The Hunger Games* has brought new attention to the young adult novel. But how does writing for a teen audience differ from writing for adults? And how can you turn that great idea into a flesh-and-blood novel of your own? This course teaches the nuts and bolts of writing the young adult novel. In it, we will explore the tools novelists use to create vivid settings and unforgettable characters, as well as specific ways of connecting with this unique audience. Combining discussion with writing exercises and critique, this class will give students the chance to create a story from scratch or to further develop a work in progress. If you've ever thought about writing a novel for young people, now's the time!

Topics Include: Writing for Young Adults, Characterization: Creating believable and compelling characters for teens, Plot and Pacing, POV & Voice, Setting and Dialogue, Style and Mechanics, Revision: Bringing it all together, and finally, Craft Resources and Marketing Your Work

**About the Instructor:** *Jane LeGrow holds an MFA in Writing for Children and Young Adults from Vermont College of Fine Arts. In 2005, she was the Children's Writer-in-Residence at the Boston Public Library. She is currently working on a historical novel for young people set in 1913 Dublin.*

CRN: TBA  
Dates: Thursdays, 9/27, 10/4, 10/11, 10/18, 10/25, 11/1, 10/8, 10/15, 2012  
Time: 6:00 pm – 8:00 pm  
Fee: \$ 249  
Instructor: Jane LeGrow



# EBay: Learn The Basics of Selling

Been wondering what all the fuss is about eBay? Have things you'd like to sell but don't have time for a garage sale? Think you'd like to try your hand at starting your own business on eBay but don't know where to begin? If so, this lively seminar will show you exactly how to get started.

Topics Covered:

- How to open a seller account
- How to determine the value and price of your treasures
- How to improve your listings with effective descriptions and photographs
- How to open a PayPal account
- How to monitor your listings and complete a transaction

This seminar is a gold mine of tips shared by eBay Education Specialist Robert Torte. He has been an eBay seller since 2005 and now shares what he's learned about building a business with the help of the world's most successful online marketplace. If the idea of selling to the world from the comfort of your home or office appeals to you, don't miss this seminar. Note: Cost of Class Includes Text Book

CRN: 3415 SPIN MZ264

Date: Saturday, September 22, 2012

Time: 9:00 am to 12:30 pm

Fee: \$87

Instructor: Robert Torte

CRN: 3417 SPIN MZ264

Date: Monday, November 19, 2012

Time: 6:00 pm to 9:30 pm

Fee: \$87

Instructor: Robert Torte

CRN: 3416 SPIN MZ264

Date: Saturday, October 20, 2012

Time: 9:00 am to 12:30 pm

Fee: \$87

Instructor: Robert Torte

CRN: 3418 SPIN MZ264

Date: Monday, December 17, 2012

Time: 6:00 pm to 9:30 pm

Fee: \$87

Instructor: Robert Torte



# Everything You Should Know Before, During and After Your Cruise Vacation

This workshop is intended for anyone that is seeking accurate, reliable, in-depth knowledge relating to everything you need to know before, during and after your cruise ship vacation. Topics will include "all" costs involved and how to select the cruise ship line that fits your life style. All the fundamentals will be covered in course and understandable format.

CRN: 3453 SPIN M7256

Date: Wednesdays, October 3, 10, 17, 24, 2012

Time: 6-8 p.m.

Fee: \$39

Instructor: Bob Butler

## Wine: Drinking Well On A Budget

Experienced wine lovers know that it's the quality driven, value wines which keep us drinking well during tight economic times. In this class we will taste 8 interesting wines from around the world that retail between \$8 - \$12 and deliver great value for money. You will learn proper wine tasting technique as well as become familiar with the different wine styles, grape variables and wine producers around the world. Enrollment is limited, so please register early.

*Instructor: Joel Mack writes about wine for the wine blog Vintrospective and is a frequent contributor to other Internet and print interests. He conducts specialized seminar tastings for private and corporate clients and has worked for a celebrated wine importer / distributor.*

### Session 1:

CRN: 3471 SPIN M7142

Date: Wednesday, October 24, 2012

Time: 6-8 p.m.

Fee: \$52 (Includes materials fee of \$10 per person)

Instructor: Joel Mack

### Session 2:

CRN: 3472 SPIN M7142

Date: Wednesdays, November 28, 2012

Time: 6-8 p.m.

Fee: \$52 (Includes materials fee of \$10 per person)



## No Sew Fleece Blanket

A young child, or even the most sewing-impaired individual, can master this simple “sewing” project for creating a fleece blanket. The word “sewing” is placed in quotes because there is actually no real sewing required in this project. But with just a few easy steps, you can create your own finished blanket. Students will learn how to cut and tie this “no sew” fleece blanket in one 4-hour class session.

Supply list for students:

Cutting Mat, Shape Ruler, Rotary Cutter & Blade

4 yards total of fleece (2 yards top and 2 yards for the bottom)

CRN: 3450 SPIN M7257

Date: Saturday, October 20th, 2012

Time: 9:30 am-1 p.m.

Fee: \$49

Instructor: Leigh-An Boyer

CRN: TBA

Date: Saturday, January 12, 2013

Time: 9:30 am-1 p.m.

## Flannel Quilted Bag

Students will learn basic sewing/quilting techniques used to make this flannel bag. Students will need to bring their sewing machine to class.

Supply list for students:

Cutting Mat, Shape Ruler, Rotary Cutter & Blade, Pins, Scissors, Thread Equivalent of 5 fat quarters; more can provide a nice variety, these will yield 80 4 ½ squares, 40 3 ½ squares of batting; approx. ½ yd depending on width of batting (scraps work well here if you have them).

CRN: 3451 SPIN M7258

Date: Mondays/Thursdays, November 5,8,12

Time: 6-8 p.m.

Fee: \$65

Instructor: Leigh-An Boyer

CRN: TBA

Date: Mondays/Thursdays, February 4,7,11

Time: 6-8 p.m.



# Second Time Around - A Series for Grandparents Raising Grandchildren

Most people, if asked, will not list “raising another parent’s children” as something they hope to do during the retirement years. Yet, increasing numbers of grandparents and other relatives are finding themselves in this position. Due to certain social changes resulting in more parents being unable to adequately care for their children, the numbers of children living in grandparent-headed homes has increased greatly. While there are many rewards that come along with taking on these parenting duties, there are many challenges as well. In this three-part series, we will explore some of these challenges and offer some solutions.

Topics to be covered are as follows:

Class #1: Help is Available- Navigating the state and local resources that can help

Class # 2: Child Development and Positive Discipline- Strategies for raising children in today’s world

Class # 3: Taking Care of Yourself and Your Family-

Dealing with the emotional issues associated with raising your grandchildren

This series is sponsored by Asnuntuck Community College and the Enfield Family Resource Center.

Questions? Call the Family Resource Center at 860-253-5144. To register, call 860 253-3034 or 860 253-3066.

CRN: 3473 SPIN MZ279

Dates: Wednesdays, October 10, 17 and 24, 2012

Time: 6:30-8:00 pm

Fee: No Charge





# Cooking Classes

Cook like a professional chef in your own kitchen. What does this mean? Well, according to Chef Bill Collins, it's not just about the recipes. It's about preparing your kitchen, your skills, and your way of thinking and planning, to cook like a pro. He'll teach you how to do this, and include all kinds of helpful cooking techniques and recipes. In every class! It doesn't matter if you're an experienced cook, or new to the kitchen. Every class will be a fun, hands-on, learning experience in our very own ACC BISTRO!!!

Learn to cook like a Pro in your own Kitchen! Check out all the cooking Classes that are offered in our ACC Bistro!! Hands on cooking and learning by our professional Chef Bill!!!

## ACC's - Chef Bill

Chef Bill is a personal chef in Western Mass and a professional chef for over 18 years. After graduating from the Cambridge School of Culinary Arts, he cooked at the old Ritz-Carlton in Boston. As a part of his personal chef business, Chef Bill, Inc, he's been teaching cooking classes throughout New England for over 10 years. You can find him also at [www.chefbill.com](http://www.chefbill.com).

For all of the classes, bring a chef's knife, a paring knife, dish towel, and storage containers to bring home your leftovers.

All classes will include printed copies of the recipes Chef Bill will be teaching classes lasting for 1, 2, 3, and 4 evenings.

## "Rosh Hashanah Dinner (Rosh Hashanah starts on Sept. 17)" (2.5 Hours)

Chef Bill grew up in a kosher home, and can help you plan a terrific supper.

Chef Bill will show you how to make traditional favorites, including matzoh balls, chopped liver, and orange apricot chicken

CRN: 3468 SPIN MZ278  
Date: Monday, September 10, 2012  
Time: 6:15 p.m.-8:45 p.m.  
Fee: \$49  
Instructor: Chef Bill Collins

## "Knife Handling Skills" (2.5 hours)

Learn the basic techniques needed to expertly prepare most meals.

CRN: 3469 SPIN M7237  
Date: Wednesday, September 12, 2012  
Time: 6:15 p.m.-8:45 p.m.  
Fee: \$49  
Instructor: Chef Bill Collins



## "Discovering Seafood"! (7.5 hours)

Learn how to become comfortable using different methods to prepare different types of seafood, including poaching, broiling, and roasting. You'll see how fast and easy seafood can be!

Class 1: Haddock Poached with Ginger and Soy, California Fried Rice, Sautéed Bok Choy

Class 2: Sautéed Shrimp Appetizer, Mediterranean Haddock, Orzo with Spinach and Parmesan

CRN: 3306 SPIN M7241

Date: Wednesday, September 19 & October 3, 2012

Time: 6:15 p.m.-8:45 p.m.

Fee: \$98

## "Romantic Dinner For Two" (2.5 hours)

Every now and then, you'll want to make a dinner for that certain someone. Learn how to do it simply and elegantly.

Eggless Caesar Salad with Homemade Croutons, Classic Delmonico Steaks, Mashed Potato Pancakes, and Bananas Foster.

CRN: 3467 SPIN M7240

Date: Monday, September 24, 2012

Time: 6:15 p.m.-8:45 p.m.

Fee: \$49

Instructor: Chef Bill Collins

## "How To Cook Like A Pro, When You Don't Know How To Cook" (10 hours)

If you're just starting to cook, and don't know where to start, this is the class for you. Each class will feature a main course and a side dish. Plus, fool-proof recipes that will infuse you're cooking with confidence AND good food.

Class 1: Roasted Chicken, Quinoa Pilaf, Green Beans with Lemon, and Incredible Chocolate Brownies

Class 2: Rib Eye Steaks with Beef Stock and Brandy, Roasted Rosemary Potatoes, Carrots with Honey and Ginger, and Bananas Foster

Class 3: Mediterranean Haddock, Orzo with Spinach and Parmesan, Sautéed Zucchini and Summer Squash, and Chocolate Chip and Oatmeal Cookies

Class 4: Southwest Lasagna (black beans and salsa), Asparagus with Caramelized Onions, and Lithuanian Lightning Cake with Freshly Whipped Cream

CRN: 3304 SPIN M7233

Date: Mondays, October 1, 15, 22, 29, 2012

Time: 6:15 p.m.-8:45 p.m.

Fee: \$147

Instructor: Chef Bill Collins

## "Pizza Night"! (2.5 hours)

Chef Bill will show you how to make and roll out dough, how to get the pizza into (and out of) your oven, traditional and non-traditional toppings, including Philly Cheese "Steak," with no steak, but portabella mushrooms.

CRN: 3305 SPIN M7238

Date: Wednesday, October 17, 2012

Time: 6:15 p.m.-8:45 p.m.

Fee: \$49

Instructor: Chef Bill Collins



## "Learn How to Make Homemade Soups" – (2.5 hours)

Soups are popular all year 'round, and not just for winter. Learn how fast, easy and healthy great-tasting homemade soup can be! Learn the secrets and shortcuts to make your soup spectacular!

Chef Bill will show you how to make tomato and Italian wedding soups with turkey meatballs, roasted squash soup, and Maryland crab soup.

CRN: 3470 SPIN M7235  
Date: Wednesday, October 24, 2012  
Time: 6:15 p.m.-8:45 p.m.  
Fee: \$49  
Instructor: Chef Bill Collins

## "Eating Well With A Gluten-Free Diet" (10 hours)

Learn how a gluten-free diet can taste great, with foods you'll want to eat. A gluten-free diet doesn't have to be about what you can't eat, but what you CAN eat! Each class will include discussions on how to shop for a gluten-free diet

Class 1: Shrimp Pad Thai, Green Beans with Lemon Zest, Quinoa with Ginger

Class 2: Curried Chicken with Lemongrass and Mango, Carrots with Honey and Ginger

Class 3: Black Bean and Salsa Lasagna, "Creamed" Corn, and Green Beans with Lemon

Class 4: Baked Chicken Parmesan, Quinoa with Spinach and Parmesan, and Fresh Fruit Cobbler

CRN: 3309 SPIN M7243  
Date: Mondays, November 5, 12, 26 and December 3, 2012  
Time: 6:15 p.m.-8:45 p.m.  
Fee: \$147  
Instructor: Chef Bill Collins

## "Thanksgiving Without Stress!" (2.5 hours)

Chef Bill will show you how to plan your meal and carve your turkey! Plus, he'll show you how to make gravy, stuffing, two cranberry sauces, and very popular braised Brussels sprouts. He'll also show you how to make your Thanksgiving gluten-free.

CRN: 3307 SPIN M7242  
Date: Wednesday, November 7, 2012  
Time: 6:15 p.m.-8:45 p.m.  
Fee: \$49  
Instructor: Chef Bill Collins

## "Holiday Party Foods!" (2.5 hours)

Plan ahead for the holidays with these easy popular and great tasting appetizers, which will fit in with your busy holiday schedule.

Chef Bill will show you how to prepare dates stuffed with goat and gorgonzola cheeses and bacon, cheese straws, two versions of baked brie, mini-ruebens, and Asian pot stickers with a dipping sauce.

CRN: 3308 SPIN M7244  
Date: Monday, December 10, 2012  
Time: 6:15 p.m.-8:45 p.m.  
Fee: \$49  
Instructor: Chef Bill Collins

# Learn to Make Gourmet Chocolates

## Holiday Candy Making (3 hours)

AS SEEN ON BETTER CONNECTICUT!

- Turtles
- Caramel Squares
- Peanut Butter Cups
- Chocolate Dipped Oreos
- Truffles
- Fudge
- Creamy-filled Chocolates

Everyone loves to receive chocolate for a gift! Right? Make your gift really personal. Learn how to correctly melt chocolate caps, use candy molds, as well as how to make all those delicious-looking hand-made chocolates you see in the candy shops, without having to pay \$12 to \$14 a pound. Also learn how “paint” with chocolate to make your finished product ‘pop.’ Once your chocolate is made, discover some creative ways of packaging your handiwork for any occasion. You will be amazed at how quickly you can learn and have fun at the same time.

Joyce Catania recently appeared on the TV show Better Connecticut. Class is limited, so please pre-register.

CRN: 3285 SPIN M7045

Date: Thursday, December 6, 2012

Time: 6:00 p.m.-9:00 p.m.

Fee: \$39

Instructor: Joyce Catania



# Mind, Body, Soul

## Weight Loss and Management: Getting at the Roots (12 hours)

This course consists of six classes which have been designed to teach students how to systemically and systematically modify and adjust their way of eating to whole, properly prepared nutrient dense foods and the reasons why. These classes will bring to attention 10 common issues people deal with in their quest for weight management with the focus being on fat, rather than weight loss. Each student will be tested for weight loss (if desired) on a weekly basis and in addition will be tested for acidity, fat ratio circumference, food sensitivities and more. Topics to be covered include: Nutritional Overview, Digestive Problems, Food Sensitivities, Yeast Overgrowth, Unstable Blood Sugar, Dehydration, Mineral Imbalances, Fatty Acids Deficiencies, Stress and Adrenal Fatigue, Hormonal Imbalances, Toxins Overload, and Brain Chemistry Deficiencies.

**About the Instructor:** *Jean W. Beresford is a Nutritional Therapy Practitioner who is currently the owner of Re-Nourished, which is an enterprise focused on weight loss. Previously she has owned other health and wellness centers including Blessed Creek and Wild Medicine Woman. Jean is dedicated to supporting people in realizing that their healthiness is in their own hands and that they have control over and can prevent many negative health issues through proper nutrition.*

CRN: TBA  
Dates: 10/2, 10/9, 10/16, 10/23, 10/30, 11/6, 2012  
Time: 6:00 p.m. – 8:00 p.m.  
Fee: \$189

## The Art of Goal Setting

What do Oprah Winfrey, Donald Trump and Martha Stewart have in common? Did you know that by setting goals, you could achieve more and improve your performance on the job and in life? In this course, you will learn how to set and attain short and long term goals. You will learn goal setting through a number of proven exercises and create an action plan for yourself, as well as participate in a number of exploratory mind building games and mental focus activities which are fun and illuminating. Also, you will come to fully understand and appreciate why it is important to possess goals. Please bring to class a journal or notebook to record your progress.

**About the Instructor:** Phyllis Garriss manages over two hundred bond projects and allocates funding to appropriate funding sources for the State of CT. In her spare time, she has served as a mentor for Career Beginnings, YWCA, and the Youth Leadership Women Corporation. In addition, Phyllis serves as treasurer for Liberty Christian Center Women's Ministries, as well as, serves on the Board of Directors at Judah House in Hartford, CT and lives daily by the philosophy that she dutifully maintains: "What matters most is not how we start, but rather, how we finish."

CRN: TBA  
Dates: Tuesdays, 10/16, 10/23, 10/30, 11/6  
Time: 7:00 p.m. – 9:00 p.m.  
Fee: \$119

# The Perfect Union: Emotional Freedom Techniques Meet The Law of Attraction

Over the last several years many people have been exposed to the Law of Attraction. In my work with clients and groups, I have found that many of them are confused about the universal principles and frustrated because they don't seem to be working in their lives, eventually giving up on trying to make them work in their lives. Emotional Freedom Technique is a simple, yet profound process that can be used to eliminate a variety of challenges, including limiting beliefs, painful trauma memories, phobias and physical pain. Releasing these energies from the cellular memory, it clears the way for the LOA to work efficiently and effectively. In this class, you'll learn how to combine the process of EFT and the Universal Principles of Attraction and Manifestation in order to effectively create more of what you want in your life.

CRN: 3421 SPIN MZ267

Date: Saturday, November 17, 2012

Time: 9 a.m.-1 p.m.

Fee: \$79

Instructor: Catherine Ewing, LCSW, MD

**About The Instructor:** *Catherine Ewing, LCSW, MD is a spiritually focused coach and psychotherapist, EFT Practitioner, Certified Dream Coach, Passion Test Facilitator, Minister of Spiritual Peacemaking and Reiki Master Teacher. She has been a student of the mind/body/spirit connection for more than 20 years and is trained in many different healing modalities. She is also an author, workshop leader, speaker and founder of Reawaken Your Dreamer. She teaches classes at Manchester Community College and the UConn School of Social Work STEP Program. Catherine is passionate about helping people release old traumas, beliefs and emotions that keep them caught in negative beliefs and behaviors. She helps people to reconnect to their true spiritual nature, allowing them to step out of their story and into a life passion, purpose and joy.*

## Séance: Connecting with the Other Side Lecture, Psychic Meditation, Plus Everyone gets a Message!

Elaine Kuzmeskus, Spiritualist Medium

Who hasn't wondered what happens after the change called death. Or for that matter, how can possible to contact the loved one on the other side? Now for the first time, Elaine Kuzmeskus, author of "The Art of Mediumship," reveals how to develop mediumship. Seating Limited to 15 participants

(See next page for course topics.)

### Topic: PSYCHIC INVESTIGATION

- \* Learn about the top psychic detectives in the United States
- \* Methods for psychic investigation
- \* Plus remote viewing exercise to increase your awareness.

CRN: 3164 SPIN M7106

Date: Saturday, September 15, 2012

Time: 11 a.m.-2 p.m.

Fee: \$74

Instructor: Elaine Kuzmeskus

### Topic: CONNECTICUT GHOSTS

Join medium and noted author Elaine Kuzmeskus, for a tour of Connecticut's most haunted sites. Her fascinating talk details Connecticut's rich history of Colonial witches and Victorian séances, as well as Dudley Town-- the most haunted town in the United States. Elaine is also a psychic photographer and will bring some spooky pictures.

CRN: 3214 SPIN M7106

Date: Saturday, October 27, 2012

Time: 11 a.m.-2 p.m.

Fee: \$74

Instructor: Elaine Kuzmeskus

### Topic: TABLE TIPPING

In this event, Elaine Kuzmeskus, author of Séance 101, explores the fascinating world of physical mediumship from the raps of Fox Sisters to today's psychic photography, electronic voice phenomena and trumpet séances. The seminar includes valuable information on:

- \* The physical side of the spirit world.
- \* How contact with "the other side" affects you.
- \* How spirits communicate by tipping tables.
- \* Other phenomena such as levitation, raps, and tapping out names
- .
- \* Plus a demonstration of table tipping!

CRN: 3225 SPIN M7106

Date: Saturday, December 1, 2012

Time: 11 a.m. - 2 p.m.

Fee: \$74

Instructor: Elaine Kuzmeskus

"It's so simple. All I do is close my eyes and I see spirits. When I work with a client, I immediately tune into their energy, past, present and future." Medium, Elaine Kuzmeskus

Welcome to the world of the séance, Elaine Kuzmeskus, a nationally- recognized medium and author of "Connecticut Ghosts," "Séance 101" and "The Art of Mediumship," will explore the fascinating world of mediumship. Learn more about the world of spirit and experience mediumship first hand.

During the lecture portion, she will discuss how to recognize the signals that your loved ones are trying to send to you. Learn how to connect with the spirit world yourself. Your loved ones are just a thought away. What signs should you be looking for?

In the second part of the event. Elaine will tune into the spirit world and give validation readings for each person. She will deliver personal messages from your loved ones and guides from the other side. See for yourself how a medium connects with the other world through clairsentience, clairaudience, and clairvoyance. Everyone will receive a message from the other side!



# ASTROLOGY 101: SOUL CYCLES

"What can astrology do for me?" A professional astrology would reply "a great deal." Here are three reasons: One: Astrology can predict character, personality, career, and relationships. Two: Astrology can predict the future. Three: Astrology can predict the future of nations as well as individuals.

Astrology 101 class includes a copy of your horoscope and valuable instruction on:

- \* Your dynamic potential of Sun, Moon, and Ascendant
- \* Basic instruction on planets, signs, and houses
- \* The type of relationships you attract
- \* Plus your lucky cycles for 2013!

CRN: 3403 SPIN MZ262

Date: Thursdays, November 1, 8, 15 and 29, 2012

Time: 6:30 p.m. –9:30 p.m.

Fee: \$147

Instructor: Elaine Kuzmeskus

**About The Instructor:** *Elaine Kuzmeskus, M.S., P.M.A.F.A Director of the New England School of Metaphysics, was certified as a Professional Astrologer by the American Federation of Astrologers in 1975. She has taught astrology to college students she throughout New England and maintains an astrology practice in Suffield, CT. In addition to her astrology expertise, Elaine Kuzmeskus holds a Masters Degree in Counseling and has taught psychology and parapsychology to thousands of college students. Her book, "Soul Cycles," combines keen psychological insight with the ancient science of astrology. To view her monthly predictions, go to [Newenglandschoolofmetaphysics.com](http://Newenglandschoolofmetaphysics.com) and click on astrology.*





## Reiki I

Reiki is a holistic healing technique that uses universal life force energy for healing. Reiki can be learned by anyone and can be used anywhere without special equipment. Benefits of Reiki include: reduced stress, improved sleep, enhanced learning, restored energy and quicker recovery and healing from illness. In this Reiki Level I Certification Class, you will receive a powerful attunement that will allow you to channel healing energy through your hands. At the end of this class, you will be empowered to use the techniques learned to treat yourself and others. Note: Cost of books is \$25.00 payable to the instructor the first night of class.

CRN: 3425 SPIN MZ249

Date: Saturday, October 13, 2012

Time: 9:00 a.m. –3:30 p.m.

Fee: \$148

Instructor: Patty Kingsbury, LMT, RMT

## Reiki II

Have you been trained in basic Reiki skills and are now ready to take your Reiki practice even further? In this Reiki Level II Certification Class, you will receive a powerful attunement that will allow you to use 4 of the 6 sacred symbols of the Reiki system to channel healing energy to yourself and others, both in person and from a distance. You will learn techniques that can help dissolve the mental and emotional cause of illness along with providing Reiki to the beloved animals in our lives. We will also be discussing setting up your own Reiki practice. Note: Cost of books is \$25.00 payable to the instructor the first night of class.

*Instructor: Patty is a Licensed Massage Therapist and Reiki Master Teacher who lives in Southington, CT. She owns her own private massage therapy and Reiki practice where she has taught both advanced massage skills and Reiki certifications as well as built a thriving practice specializing in chronic stress, pain and fibromyalgia clients.*

CRN: 3426 SPIN MZ268

Date: Saturday, October 27, 2012

Time: 9:00 a.m. –3:30 p.m.

Fee: \$148

Instructor: Patty Kingsbury, LMT, RMT



# Defrag Your Life: Finding Time & Balance

Defragmentation is a technological process that reorganizes the fragmented contents of a computer's memory to create larger regions of free space by combining small files and deleting ones that are no longer relevant. This process makes the computer function at a higher speed and with more efficiency ultimately maximizing its capacity to contain, prioritize and access information. This workshop will help participants go through a similar process in their lives through exercises that focus on:

- Delete irrelevant information
- Effectively manage your energy
- Find time for what's important
- Re-wire your operating system
- Accomplish more by doing less
- Gain a broader perspective

CRN: 3427 SPIN MZ270

Date: Mondays, November 12, 19, 26,  
December 3, and 10, 2012

Time: 6:00 p.m. – 8:30 p.m.

Fee: \$126

Instructor: Stacey Zackinty Kingsbury, LMT, RMT

# Branding Yourself: Knowing & Communicating Your Unique Value

Why is it easier for so many of us to admit our weaknesses, dwell in our failures and belittle our accomplishments? By the completion of this 4-week workshop, you will not only identify your strengths, but feel confident, comfortable and capable of communicating them in a way that garners respect and instigates opportunity.

Week #1 - Valuing Your Values: Getting clear on your priorities

Week #2 - Shifting Your Perspective: Looking at life differently will yield different results

Week #3 - Living Your Life Purpose: Understanding what you bring to the party

Week #4 - Communicating Your Strengths: Using the information from the first three sessions to develop a vision statement that is memorable and persuasive.



CRN: 3428 SPIN MZ271

Date: Saturdays, October 27, November 3, 10, 17,  
2012

Time: 9:00 a.m. – 11:30 a.m.

Fee: \$99

Instructor: Stacey Zackinty Kingsbury, LMT, RMT

# Coach Yourself to Success

Every successful athlete has a coach to help them fulfill their potential. In this 4-week workshop you'll learn to maximize your strengths, overcome your obstacles and adopt a winning perspective that will help you to create positive change in your personal and professional lives. You will also be able to take the coaching techniques you learn in class, and apply them to your relationships with others at work and home.

- Nurturing your natural talent.
- Effective goal setting & risk taking.
- Building a winning team.
- Finding meaning in failure & enjoying success.

CRN: 3430 SPIN MZ272  
Date: Saturdays, October 27,  
November 3, 10, 17, 2012  
Time: 12:30 p.m. – 3:00 p.m.  
Fee: \$99

*Instructor: Stacey Zackin is a Certified Professional Life, Career & Health Coach who helps individuals and groups pro-actively pursue lives of passion, play & purpose. With academic degrees in Film/Photography, Industrial Social Work, Depth Psychology & Non-Profit Management, Stacey spent the last two decades in Los Angeles, helping entertainment professionals and non-profit organizations create strategies for success. Using her intuition, humor and sense of story, Stacey guides clients to discover unexplored narratives and become the authors of their future. You can listen to Stacey on 'The Work & Play List,' her radio show on WESU-FM 88.1 Middletown or learn more at [www.theCoach4you.com](http://www.theCoach4you.com).*

# Aromatherapy

Explore the many ways of using essential oils for your home and family. Gain knowledge of how the oils affect the body, mind and spirit. This class covers safety, blending, and creating bath & massage oils.

CRN: 3463 SPIN M6428  
Date: Tuesday, October 9, 2012  
Time: 6:00 p.m. – 8:00 p.m.  
Fee: \$59  
Instructor: Gayle Nogas

# Introduction to Herbs

Explore the wonderful world of herbs. This session will give you a basic understanding of the medicinal and culinary ways to use herbs. Learn to identify and what the functions are of the ten most popular herbs.



CRN: 3464 SPIN M253  
Date: Tuesday, October 16, 2012  
Time: 6:00 p.m. – 8:00 p.m.  
Fee: \$39  
Instructor: Gayle Nogas

# Introduction to Herbal Preparations

Do infusions, decoctions, ointments, tinctures, and salves confuse you? This class will show you how easy it is to make these simple home blends. Included in this class are varieties of recipes for making your own herbal remedies.

*Instructor: Gayle Nogas, M.H. is the founder and proprietor of Gayle's Thyme Herbal Apothecary in Enfield, CT. Gayle's Thyme opened in 1995 as a small herb shop and has now grown in size carrying over 500 varieties of herbs, spices and teas, as well as essential oils, candles, incense, jewelry, metaphysical & spiritual supplies. Gayle's Thyme also offers classes, demonstrations and workshops using herbs and aromatherapy for healing your mind, body and spirit. Gayle has studied and taught classes in many aspects of herbalism for almost 25 years; during that time she received her Master Herbalist Diploma from the American College of Healthcare Sciences, Portland, Oregon and is a long-time member of the Connecticut Herb Association.*

CRN: 3282 SPIN M7217

Date: Tuesday, October 23, 2012

Time: 6:00 p.m. – 8:00 p.m.

Fee: \$39

Instructor: Gayle Nogas

# Small Samurai for Three To Five Year Olds

Integrity Martial Arts' Small Samurai is a program offered specifically designed to meet the developmental needs of children 3 to 5 years old with age-appropriate challenges and skills. This action packed class involves jumping, punching, obstacle courses and powerful conversations about when hitting is not ok.

Topics change monthly and include physical and character concepts such as Listening, Footwork, Confidence, Focus, Front and Back Kick, Manners, Self-control, Side and Roundhouse Kicks, Stranger Danger, and How to Deal with a Bully. Students are evaluated each month for a patch that relates to that topic.

Classes will be taught by Certified Black Belt level instructors with ten or more years' experience in the martial arts. Each class runs 30 minutes and participation should be twice a week. Families can choose any two classes from the offerings below. Note: All Classes will be held at Integrity Martial Arts, 585 Hazard Avenue, Enfield, CT 06082

## Choose Two Of The Class Times At Right!

For more detailed information about Integrity Martial Arts or this offering, visit [www.karatekidcollege.com](http://www.karatekidcollege.com).



CRN: 3458 SPIN MZ273

October 1, 2012 - November 30, 2012

Monday 4:00 pm – 4:30 pm

Tuesday 5:00 pm – 5:30 pm

Wednesdays 4:00 pm – 4:30 pm

Thursdays 5:00 pm – 5:30 pm

Saturday 9:00 am – 9:30 am

Cost: \$177

## Powerplay Martial Arts (ages 6-10)

Integrity Martial Arts' offers this course which focuses on giving children fundamental skills and the focus and confidence to apply those skills. Focus, confidence, listening and discipline are teachable. This class breaks down each of those fundamental skills and wraps them in a high energy physical package. Classes will be taught by Certified Black Belt level instructors with ten or more years' experience in the martial arts.

Note: All Classes will be held at Integrity Martial Arts, 585

Hazard Avenue, Enfield, CT 06082

Students will have the opportunity to test for belts and make the initial steps toward achieving their black belts in this program.

**Choose Two Of The Class Times At Right.**

Classes will be taught by Certified Black Belt level instructors with ten or more years' experience in the martial arts. Each class runs 30 minutes and participation should be twice a week. Families can choose any two classes from the offerings listed.

For more detailed information about Integrity Martial Arts or this offering, visit [www.karatekidcollege.com](http://www.karatekidcollege.com).

CRN: 3459 SPIN MZ274

October 1, 2012 to November 30, 2012

Monday 4:30 pm – 5:00 pm

Tuesday 5:00 pm – 5:30 pm

Wednesday 4:30 pm – 5 pm

Thursday 5:30 pm – 6 pm

Saturday 9:30 am – 10 am

Cost: \$177

## Breakthrough Martial Arts (ages 11-16)

Integrity Martial Arts, located in Enfield CT, specializes in taking educational and philosophical concepts and wrapping them in physical lessons. Their programs take fun and exciting martial arts classes to teach about success-oriented mindset and habits.

Integrity Martial Arts offers this course which focuses on giving young adults the attitudes and attributes of the highly effective. Through three distinct and innovative curricula, we teach focus, confidence, discipline and listening. Students will have the opportunity to test for belts and make the initial steps toward achieving their black belts in this program. Classes will be taught by Certified Black Belt level instructors with ten or more years' experience in the martial arts. Each class runs 45 minutes and participation should be twice a week. Families can choose any two classes from the offerings below.

Note: All Classes will be held at Integrity Martial Arts, 585

Hazard Avenue, Enfield, CT 06082

**Choose Two Of The Class Times At Right.**

CRN: 3461 SPIN MZ275

October 1, 2012 to November 30, 2012

Monday 7 pm – 7:45 pm

Tuesday 7 pm – 7:45 pm

Thursday 7 pm – 7:45 pm

Saturday 12 pm – 12:45 pm

Cost: \$177



# Breakthrough Martial Arts For Adults

Breakthrough Martial Arts™ is an ongoing course about health, self-defense technique and personal development just for adults. Breakthrough Martial Arts™ combines the simple direct movements of Japanese Karate with the subtle and complex movements of Chinese Kung Fu. Breakthrough Martial Arts is multi-dimensional because people are multi-dimensional. Integrity Martial Arts teaches like this because every person is different, not only is everybody unique in personality but every body has its own strengths and weaknesses. Students will have the opportunity to test for belts and make the initial steps toward achieving their black belts in this program.

Classes will be taught by Certified Black Belt level instructors with ten or more years' experience in the martial arts. Each class runs 45 minutes and participation should be twice a week. Families can choose any two classes from the offerings listed. Note: All Classes will be held at Integrity Martial Arts, 585 Hazard Avenue, Enfield, CT 06082.

CRN: 3460 SPIN MZ276  
October 1, 2012 to November 30, 2012  
Monday 8 pm – 8:45 pm  
Tuesday 8 pm – 8:45 pm  
Thursday 8 pm – 8:45 pm  
Saturday 10 am – 10:45 pm

## Tai Chi

Tai chi is an ancient Chinese martial art whose practice is so subtle that it is simultaneously stimulating and challenging while being good exercise and relaxing. It is linked to lower stress, reduced blood pressure, increased circulation, improved balance and a calmer mind. Students will learn the basics movements of Tai Chi. This course is compatible with all levels of fitness and has been pursued by athletes, seniors, and people who struggle with their weight, balance and health. Note: All Classes will be held at Integrity Martial Arts, 585 Hazard Avenue, Enfield, CT 06082

This course meets:



CRN: 3462 SPIN MZ277  
October 1, 2012 to November 30, 2012  
Saturdays, 11 am – 11:50  
Cost: \$120



# ZUMBA® .... Forget the Workout.... Join the Party!

The Zumba® program fuses hypnotic Latin rhythms and easy-to-follow moves to create a one-of-a-kind fitness program that will blow you away. Our goal is simple: We want you to want to work out, to love working out, to get hooked. Zumba® Fanatics achieve long-term benefits while experiencing an absolute blast in one exciting hour of calorie-burning, body-energizing, awe-inspiring movements meant to engage and captivate for life! No experience necessary. It's easy and it's fun.

PLEASE NOTE: All students must complete and bring to the first class a Physical Activity Readiness Questionnaire (PAR-Q) form, available from the Continuing Education Department and or the class instructor. You will not be allowed to participate in this class until the instructor has your signed and completed form. Should medical clearance by your physician be necessary, you will need to consult and obtain permission from your physician prior to attending the first class. NOTE: Appropriate workout clothes and footwear should be worn class (sneakers, dance shoes etc. (no black soles). Please bring water.

Bring a friend and get a free class! (Inquire for details).

For your convenience, Zumba offers ongoing enrollment!

## 5 CLASS PASS EXPIRES IN 6 WEEKS

CRN: 3210 SPIN M7158

Date: Mondays, September 10, 17, 24, October 1, 15, 22, November 5, 12, 19, December 3, 10, 17, 2012

Time: 7:00 p.m.-8:00 p.m.

Fee: \$30 (Walk in \$8)

Instructor: Nancy Melody,

Room: GYM

## 10 CLASS PASS EXPIRES IN 12 WEEKS

CRN: 3211 SPIN M7158

Date: Mondays, September 10, 17, 24, October 1, 15, 22, November 5, 12, 19, December 3, 10, 17, 2012

Time: 7:00 p.m.-8:00 p.m.

Fee: \$50 (Walk in \$8)

Instructor: Nancy Melody

Room: GYM

Walk in CRN: 3230

# The Passion Test

We all want to lead purposeful lives, and passion is the key to attaining this goal. Yet many Americans report being unhappy, unfulfilled or dissatisfied. Join us for The Passion Test® and get on track for joining the ranks of the happy and fulfilled. This program is a simple, powerful tool to help you discover your passions, gain clarity on what you want to create in your life, and learn how to stay on track with your goals and purpose in life. It is especially helpful for people in mid-life or transition, as well as for anyone seeking more meaning in their lives.

CRN: 3420 SPIN MZ266

Date: Saturday, October 20, 2012

Time: 9 a.m.-1 p.m.

Fee: \$79

Instructor: Catherine Ewing, LCSW, MD

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

This single session, 8 hour course, taught by Professional Marine Education, provides a certificate of completion as partial fulfillment of the requirements for the Certificate of Personal Watercraft Operation, which includes the Safe Boating Certificate. Upon successful completion of the course, the student can mail or deliver the diploma to any State DEP office, and combined with an application for certificate (provided) and appropriate fee, qualifies the student to obtain the Certificate of Personal Watercraft Operation. The \$50 certificate is a one-time, lifetime certification.

CRN: 3413 BOAT M5050

Date: Saturday, September 8, 2012

Time: 8 am-3:45 pm

Fee: \$89

Instructor: Professional Marine  
Education Staff

CRN: 3414 BOAT M5050

Date: Saturday, October 6, 2012

Time: 8 am-3:45 pm

Fee: \$89

Instructor: Professional Marine  
Education Staff

## NEW! One Day Coastal Navigation

This one day, 6-hour course will give you the confidence to venture to new destinations. The course is taught by a professional instructor with 30+ years of experience. The hands-on approach to charting and dead reckoning navigation will cover use of plotting tools, longitude / latitude, chart plotting, time-distance-speed calculations, basics of marine electronics and much more. Participants will receive the Connecticut Coastal Boater Endorsement for their certificates. All materials provided. Students must bring a pencil w/eraser and a battery operated calculator. Prerequisite: basic safe boating course or instructor permission prior to the start of the course.



CRN: 3412 BOAT M5005

Date: Saturday, September 22, 2012

Time: 8 am-3:45pm

Fee: \$89

Instructor: Professional Marine  
Education Staff

**REGISTRATION FORM**

Mail To: Office of Workforce Development & Continuing Education  
170 Elm Street, Enfield, CT 06082 / Fax: 860.253.3067

Email Address:		
Last Name	First Name	MI
Home Address:		
Number	Street	Apt #
City	State	Zip Code
Registering For: (circle)		
FALL	SPRING	SUMMER

Social Security No. - -	Sex: (circle) M F	Date of Birth / /
Phone (H): ( )	Phone (W): ( )	
CT Residency: (circle) Yes No	US Citizen: (circle) Yes No	
Race/Ethnicity: (check box)		
<input type="checkbox"/> Caucasian (10)	<input type="checkbox"/> African-American (20)	
<input type="checkbox"/> Latino (30)	<input type="checkbox"/> Asian/Pacific Islander (40)	
<input type="checkbox"/> Alaskan Native/American Indian (50)	<input type="checkbox"/> Choose not to response (60)	
Student Status: (circle)		
NEW		CONTINUING

CRN#	DEPT & #	Course Title	Fee	Date(s)	Days (Circle)	Time
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**REFUND POLICY: ABSOLUTELY NO REFUND OF TUITION OR FEES WILL BE GRANTED FOR NON-CREDIT OR CREDIT COURSES 24 HOURS PRIOR TO THE START OF CLASS.**

**Student Signature--I have read the refund policy.**

X

Check or Money order payable to Asnuntuck Community College enclosed.

Visa No.	Expiration Date:	3 Digit Code:	MasterCard No.	Expiration Date:	3 Digit Code:
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Information concerning birth date, gender, ethnic group, disability and social security number is being collected for reporting purposes only and will not be used in the selection process for admissions.

How did you get our current brochure? ☐ on mailing list ☐ from a friend ☐ picked up at off-campus location ☐ phone request  
☐ workplace ☐ picked up at ACC ☐ newspaper, please specify: \_\_\_\_\_

### Three ways to register:

**FAX:** Fax the registration form with your Mastercard or Visa information to (860) 253-3067

**IN PERSON:** Bring the registration form and payment to the Continuing Education office, Monday- Friday between 9am- 4pm or to the Information Station after 4pm- check or credit card or money order only.

**MAIL IN:** Send this registration form in to the above address along with a check or money order payable to A.C.C. (Asnuntuck Community College) or Mastercard/ Visa information. Course fees are payable at the time of registration. You are registered for a class unless notified otherwise.



**QUESTIONS? CALL US AT**  
**(860) 253-3034 • (860) 253-3066**